

POSITION DESCRIPTION
SOUTH DAKOTA NATIONAL GUARD
FAMILY READINESS PROGRAM
-Newsletter Publisher-
(Volunteer Position)
Revised: 10/2009

I. **Introduction.** The newsletter publisher is a statutory volunteer serving in an official capacity in direct support of the National Guard Family Program. The following is provided as guidance to aid you in creating the newsletter for your unit's Family Readiness Group. The Family Readiness Group's newsletter is an excellent way to communicate with the unit's families to provide them with current information about benefits, activities, programs and services available to them. For further guidance/direction view the Newsletter class which can be found on the website <https://sdguard.ngb.army.mil>, then the Family Readiness link, then Family Readiness Groups or contact the State Family Readiness Office at 1-800-658-3930 // familyprogram@sd.ngb.army.mil

II. **Major Responsibilities.**

- A. Signs Volunteer Agreement (DD2793). Original is filed at the State Family Program office and a copy at the unit.
- B. Registers on the <https://www.jointservicessupport.org> website and records volunteer hours.
- C. Views class on Family Readiness Group Newsletters online at <https://sdguard.ngb.army.mil> to gain an understanding of the guidelines for publishing a newsletter regarding official and unofficial news and its funding and resources available.
- D. Designs a newsletter and gets input from the Family Readiness Group, Commander and Lead Volunteer. The State Family Readiness Office can also be a resource. (Newsletter examples are available from the Family Readiness Office.)
- E. Encourages other FRG members to contribute information and articles for publication.
- F. Provides copies of draft newsletters to Lead Volunteer and commander for editing and approval.
- G. After final editing and approval, reproduces newsletter.
- H. Assists FRG Lead Volunteer with mailing of newsletter to the FRG.
- I. Send copy of newsletter to the State Family Readiness Office and file a copy in the unit commander's Family Readiness binder.

III. **Time Required.**

Depending on the newsletter frequency as determined by the FRG (newsletter done monthly, quarterly, biannually), five to 10 hours.

IV. **Chain of Command/Concern.** FRG Lead Volunteer, Unit Commander, State Family Readiness Office

Newsletter Publisher Continued:

V. **Qualification Sought.**

- A. Editorial, spelling, grammar; ability to write articles
- B. Organizational skills
- C. Creative
- D. Maintains confidentiality and privacy
- E. Knowledge of the Family Readiness Program and the unit structure
- F. Believe in and supports the Family Readiness Program

VI. **Recommended Training.**

- A. Past experience
- B. View Newsletter Class online