

**POSITION DESCRIPTION  
SOUTH DAKOTA NATIONAL GUARD  
UNIT FAMILY READINESS REPRESENTATIVE (UFRR)  
-SERVICE MEMBER POSITION-**

**As of: 2/2011**

**I. Description.** The Unit Family Readiness Representative is an additional duty position, appointed by the unit commander and will be accomplished in conjunction with other assigned duties. Primary responsibility will be to act as a liaison between the Family Readiness Group (FRG) volunteers and the unit commander.

For further guidance/support contact the State Family Readiness Office at 605-737-6089 or familyprogram@sd.ngb.army.mil.

**II. Chain of Command/Concern.** Accountable to the unit commander and State Family Readiness Director or their representatives. Serve as a Point Of Contact and work closely with the FRG Leaders and Volunteers.

**III. Qualifications.**

- A. Knowledge and understanding of the military structure and how it functions
- B. Believe in and support the Family Readiness Program
- C. Willing and able to take appropriate training for the position and update periodically
- D. Good communication and interpersonal skills
- E. Appointed on memorandum, register on joint services support website

**IV. Major Responsibilities.**

Act as a liaison between the Commander and the FRG Leader. Assist them to ensure the following tasks are completed and maintained:

1. Help ensure a family member is recruited to serve as the Family Readiness Group lead volunteer for the unit's FRG and is appointed on memorandum.
2. Help ensure a Family Readiness Plan (sanction) for the unit's FRG is completed and proper distribution is made.
3. Help ensure the Family Readiness Group Telephone Tree and Email Distribution Lists are maintained by providing changes of personnel and Family information to the FRG Lead Volunteer.
4. Assist FRG volunteers and the unit with the maintenance of the unit's Family Readiness Binder (unit Commander's purple binder) to ensure that it is complete and current for unit inspections.
5. If the FRG has a Checking Account, on the commander's behalf, help ensure the account is maintained according to guidance found in the Treasurer's Handbook.

**UNIT FAMILY READINESS REPRESENTATIVE POSITION CONTINUED:**

6. On the commander's behalf, help the FRG Lead Volunteer ensure the fundraising and donation guidelines are followed.

7. Help maintain a unit Family sponsorship program for new Families in the unit by informing the FRG of new unit members.

8. Help ensure Resiliency training for Families is incorporated into the Yearly Training Schedule for the unit.

9. Assist the FRG volunteers in planning and coordinating briefings, events, and activities for unit members and their families.

10. Help integrate families into as many unit activities as possible.

11. Encourage unit and family member participation in FRG activities and training.