

# **FAMILY READINESS GROUP VOLUNTEER JOB DESCRIPTION**

**POSITION TITLE:** FRG Treasurer and Alternate

**RESPONSIBLE TO:** Unit/Battalion FRG Leader and Commander

**PURPOSE:** Serve as custodian for the FRG informal fund

## **JOB DESCRIPTION:**

- Obtains appointment letter from the commander
- Prepares form SS4 and applies to the IRS for an employee ID number for the bank account
- Sets up fund account at local bank
- Maintains FRG fund records and ledger; keeps it up to date at all times
- Receives and counts all funds submitted from fundraisers; prepares deposit slips, and deposits funds to FRG fund account
- Disburses checks in accordance with FRG leader and commander's guidance
- Reviews monthly bank statements and reconciles with ledger; calls bank bookkeeper about any unexplained discrepancies
- Prepares monthly reports and presents them to FRG leader and commander; also reads summary aloud at FRG meetings

**TIME REQUIRED:** Ten to twenty hours per month (depending on activity frequency); one-year commitment

## **QUALIFICATIONS & SPECIAL SKILLS:**

- Knowledge of banking procedures
- Good math skills
- Well organized
- Ability to work well with others