FRG Volunteer Job Description

POSITION TITLE: **Treasurer/Informal Fund Custodian**

SUPERVISOR: FRG Leader

OBJECTIVE: Serves as custodian for the FRG informal fund

DESCRIPTION OF DUTIES:

- Keep accurate records of all FRG informal fund income, expenditures and funds on hand following the policies listed in AR 608-1, Appendix J
- Set up bank account, with one other signer, in the name of the FRG with unit mailing address, if one does not exist
- Make deposits, write checks and reconcile monthly bank statement; keeps and files all receipts
- Prepare monthly reports on informal fund financial status for the commander and FRG meeting
- Turn in annual report to commander and FRSA in the chain of command
- Attend FRG meetings; help make decisions as to FRG activities
- Record and submit volunteer hours to Joint Services Support website

TIME REQUIRED: 2 to 4 hours per month or as needed.

QUALIFICATIONS: Basic knowledge of accounting desired; Knowledge of banking procedures; Good math skills; well organized.

POSITION TERMS: One-year commitment

I agree to abide by this job description and to have my phone number published for use by the Family Readiness Group _____.

Print Name: _____

Signature: _____ Date: _____