



## VOLUNTEER POSITION DESCRIPTION

<b>Position Title</b>	Virtual Army Family Action Plan (AFAP) Focus Group Member
<b>Purpose</b>	To serve as a virtual AFAP Focus Group command representative to review and prioritize issues already vetted by Army Staff Action Officers to determine their importance to the Army Reserve and the Global Army Family.
<b>Duties</b>	<ul style="list-style-type: none"><li>• Willingness to support the Army Reserve virtual AFAP Process.</li><li>• Receive and review quality of life issues and supporting information papers to determine which is the most important to the Army Reserve and Global Army Family.</li><li>• Review and prioritize all issues per guidance to select the top issues.</li><li>• Complete AFAP virtual Orientation hosted by USARC.</li><li>• Communicate availability and method of teleconference connectivity with command POC.</li><li>• Submit required documents per assigned protocol highlighting prioritized issues at the conclusion of the AFAP Focus Group session.</li><li>• Report volunteer hours at the end of each quarter.</li></ul>
<b>Qualification/Skills Needed</b>	<ul style="list-style-type: none"><li>• Must be selected by OFTS command representatives (Family Programs Directors/Coordinators/ Command POCs).</li><li>• Must think broadly while representing peers.</li><li>• Must be responsive and have the ability to work independently.</li><li>• Prior AFAP experience is helpful, but not mandatory</li></ul>
<b>Supervision</b>	Reports to the Command AFAP designated Point of Contact.
<b>Length of Appointment</b>	One year commitment to support events associated with virtual AFAP duties and activities.
<b>Time Commitment</b>	It is requested that individual participate in initial AFAP Rehearsal of Concept Drill and subsequent AR focus groups conducted during length of appointment.

**I understand the responsibilities and qualifications of this volunteer position, and agree to fulfill them to the best of my ability.**

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**PRINT NAME**

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**SIGNATURE**

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**DATE**