



ARMY Family Action Plan Conference Volunteer Positions



When funds are available, childcare is provided for all volunteers.

Delegate

Represent the interests of the individuals who comprise the Army's constituency as they evaluate and prioritize well-being issues for adoption into the AFAP. Delegates should represent a general demographic cross-section of the population. Delegates include Soldiers, retirees, DA civilians, and Family members (spouses and teens). Position includes three day commitment, 25 hours.

Facilitator

Guide work group discussion. Position includes three day commitment, facilitator training, 50 hours.

Recorder

Gather issues of the work group as the group meets.
Position includes three day conference, recorder training, 50 hours.

Transcriber

Puts agreed upon issue on PowerPoint for presentation to the Commanding General.
Position includes three day conference, 25 hours.

Issue Support Person

Conducts research on potential issues. Position includes three day conference, varies on time commitment depending on issue.

Conference Coordinator

Assists the Program Manager; ensures details of the conference are appropriately tended.
Position includes three day conference, misc. training classes, 60+ hours.

Finance and Budget

Assist Program Manager to maintain expenses within allotted budget.
Position commitment varies based on needs.

Logistics

Track all aspect of conference planning. Position commitment varies based on needs.

Runners

Deliver information to and from work groups. Gather any support information as needed. Position includes three day conference, varies on time commitment depending on issues. Runners should be in comfortable clothing and able to walk long distances.

Work Group Coordinator

Assign volunteers to appropriate work groups; Coordinate volunteer information, certificates, work group needs. Position varies based on needs.

Registration

Greet and register participants as they arrive. Position includes first day of conference, 3-4 hours.

Issue Manager

Tracks progress on issues; ongoing. As new issues are identified, the issue manager locates the POC.
Position commitment varies based on needs.

