

# AVC Volunteer Position

## Recorder

ACS: American Family Action Plan (AFAP)

Position Type  
Duties

Special Event

- Attend required volunteer training sessions.
- Serve as the secretary of the work group.
- Record work group proceedings on butcher paper.
- Remain neutral.
- Encourage participation by group members.
- Work with Facilitator, Transcriber, Issue Support, Staff Support Personnel, Subject Matter experts, and delegates for accurate reporting of issues.
- Attend After Action Review meetings and provide input for the final After Action Report.
- Serve as a spokesperson for the AFAP program.
- Ensures selected priority issues are not currently active or have been closed within the past 3 years of the conference.
- Adhere to guidelines as outlined in AR 608-47, Army Family Action Plan, AFAP Program Handbook, and the installation AFAP Program SOP.
- Report any safety issues to the ACS Volunteer Coordinator that may render you, the volunteer staff, and/or students susceptible to injuries.
- The use of a vehicle is not required to perform these duties and is specifically prohibited.

Credential or License Required No  
Qualifications

- Familiarity with the AFAP process.
- Research and attention to detail skills.
- Completion of AFAP Recorder training.
- Ability and willingness to speak and write in front of a group.
- Clear and concise communications skills.
- Time management skills.

Training

AFAP Issue Support training (2 hours)  
AFAP Issue Development training (1 hour)

Orientation

ACS Volunteer Orientation  
AFAP Orientation

Time Required

Attendance at Workgroup (8 hours)  
Attendance at Report Out Session (2 hours)

Delegate

ACS: Army Family Action Plan (AFAP)

Evaluation  
Benefits

FRTI training (3 hours)  
AAR meeting (1 hour)  
None

- Help make our military community a better place to live and work.
- Volunteer hours/experience for resume.

Address

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Contact Person

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