

## **FRG Leader Task List**

### **Daily**

1. Check emails
2. Take phone calls as they come in
3. Address any family issues as they arise

### **Weekly**

1. Send emails
2. Update rosters as information comes in

### **Monthly**

1. Update Rosters
2. Treasurer Report
3. FRG Meetings, Minutes/AAR, and sign in sheets
4. Call-downs
5. Meet with Volunteers (social/informal basis)
6. Meet with Commander
7. Steering Committee Meeting

### **Quarterly**

1. Recognize Volunteers
2. Roster Scrub with S1 or FRL

### **Yearly**

1. Update SOPs
2. Volunteer Recognition
3. Update Job Descriptions
4. Annual Treasurer report for Brigade
5. Audit/Review of Unit FRG Binders