

Spouse Seminar Representative
Position Description

Purpose	To provide leadership to the members of your seminar. As the SSR, you provide an avenue of mutual support and assistance, a network of communications among the seminar members, the USAWC leadership, and community resources. To create a climate of mutual support within the seminar and Carlisle Barracks.
Chain of Support	Is comprised of the Senior Spouse Advisor(s), Class President Spouse and MFP Director.
Qualifications	<ul style="list-style-type: none"> • Leadership skills • Possesses a willingness to obtain a working knowledge of the MFP • Well organized • Works well with others • Good communicator • Professional bearing
Responsibilities	<ul style="list-style-type: none"> • Attend monthly Community Leader Information Forum (CLIF) <ul style="list-style-type: none"> ○ Arranging for a substitute if you cannot be present at a meeting. • Have situational awareness of how the seminar members feel on a particular issue and identifying the needs of the SSR members. • Review and distribute monthly SSR meeting minutes in a timely manner to your seminar • Distribute approved CLIF notes to your seminar. • Participate in the SSR yearend survey, facilitated by the MFP office.
Time Commitment	Approximately 1 year, 4-5 days per month.
Confidentiality	As your Seminar’s representative, you should understand that you may come in contact with confidential information during your time as the SSR. As part of your SSR roles and responsibilities, you must keep in strict confidence any information regarding any seminar member or guest that comes to your attention while executing this position. There are, however, exception to this guideline when handling issues that would require mandatory reporting. In those instances, which require mandatory reporting, please notify the Deputy Commandant. If you are unsure about whether a specific situation falls into a mandatory reporting category, contact the Deputy Commandant immediately.

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

SSR Signature/Date

Deputy Commandant Signature/Date