



Roles and Responsibilities

2017 BOSS Training FORUM

Installation Management Command integrates and delivers base support to enable readiness for a globally-responsive Army

We are the Army's Home

Serving the Rugged Professional



BOSS Roles

The size and composition of BOSS committees will be determined by installation or unit SOPs. At a minimum, an installation BOSS committee will include the following—

- President
- Vice president
- Secretary
- Treasurer
- BOSS representatives of major subordinate commands and separate units



MWR Advisor Role

- Provides guidance to the BOSS program in planning activities and events
- Assists the BOSS committee in preparing an annual program budget and maintaining financial accountability
- Assists the BOSS committee in developing a marketing plan and obtaining commercial sponsorship for BOSS activities and events



MWR Advisor Role (continued)

- Provides assistance in publicizing BOSS events
- Ensures training of BOSS committee members regarding MWR program responsibilities, purchasing, contracting, internal controls, and commercial sponsorship
- Provides guidance and information on the volunteer program



BOSS President Role

- Ensures a record of all single soldier issues are maintained, tracked, and reported (DA Form 7380)
- Plans, presides over, and facilitates installation-level BOSS meetings
- Ensures the meeting minutes, with attendance figures, are prepared and forwarded to the installation commander for approval
- Ensures an installation ledger of BOSS program revenue and expenses is maintained



BOSS President Role (continued)

- Supervises all installation BOSS committees
- Provides information about and education on the BOSS program, as requested
- Serves as a member of the executive BOSS committee
- Reports issues, concerns, or special requests to the installation commander through the installation command sergeant major (CSM)



BOSS Vice President Role

- Serves as a member of the executive BOSS committee
- Assumes the duties of the president in his or her absence
- Serves as chairperson of the BOSS volunteer committee
- Performs duties and functions as directed by the president



BOSS Secretary Role

- Serves as a member of the executive BOSS committee
- Assumes the duties of the president or vice president in their absence
- Records and prepares minutes of BOSS committee meetings
- Performs other duties and functions as directed by the president



BOSS Treasurer Role

- Serves as a member of the executive BOSS committee
- Maintains and verifies financial condition with MWR program manager
- Prepares and renders financial reports at meetings, as needed
- Serves as chairperson for the finance committee
- Responsible for cash controls at all events where monies are allowed
- Performs other duties and functions as directed by the president



Unit Representatives Role

- Attend scheduled meetings
- Raise appropriate concerns, issues, and interests from their respective units
- Disseminate BOSS information to their units
- Serve on committees and subcommittees as required



Garrison Command Sergeant Major Role

- Serve as the senior enlisted advisor for the BOSS program
- Meet with BOSS president and MWR advisor regularly
- Ensure the executive council is trained
- Attend BOSS meetings and events
- Communicate the BOSS program throughout the installation
- Educate, inform and update the NCO support channel on the BOSS program



Garrison Command Sergeant Major Role (continued)

- Review and approve Life Skills package
- Review meeting minutes and provide feedback on quality of life issues
- Engage the senior command sergeants major on BOSS support and issues
- Invite the senior mission command sergeant major to BOSS meetings
- Market and advertise the BOSS program; ensure proper branding
- Ensure the BOSS president is allowed access to garrison level meetings



BOSS Team Keys to Success

- Be Present – Be There!
- Stay Humble; It's Not About You: Representative vs President
- Always Maintain Confidence – Be Engaged!
- Be a Team Builder
- Be Their Biggest Cheerleader and Champion
- Be a Conduit to the Top – Get Mission CSMs Involved



Keys to Success (continued)

- Know Your Limitations
- Keep Your Promises
- Listen and Ask Questions
- Don't Sugarcoat Feedback
- Commit to Continuous Learning



Keys to Success (continued)

- Set and Enforce Boundaries
- Good business communication
- You can't do it alone; get others involved (especially junior Soldiers)
- Your MWR advisor is your lifeline for successful events recreation and leisure activities; your GCSM is your lifeline for quality of life issues



Questions/Discussion