

AMIM-HUG-HH

MEMORANDUM FOR Installation BOSS President

SUBJECT: Unit BOSS Representative Agreement

1. As a Unit BOSS Representative, I commit to—

a. Understanding and upholding the IMCOM and FHAZ BOSS SOPs.

b. Ensuring BOSS-eligible Soldiers in my unit get timely information about all BOSS events (planning meetings, quality of life forums, life skills, volunteering, recreation and leisure).

c. Ensuring BOSS-eligible Soldiers understand how to submit quality of life issues for the Garrison CSM’s consideration.

d. Attending monthly unit representative meetings (third Wednesdays at 1200 at the Yardley Center). If I cannot attend, I will send a unit update to the BOSS President, read the meeting minutes, and follow up with the BOSS President.

e. Leading or assisting with planning and execution of at least two BOSS events per year.

f. Participating in at least two BOSS events every quarter.

g. Following up with Soldiers in my unit on their experiences with BOSS events and relaying that information to the BOSS President.

2. If circumstances beyond my control prevent me from fulfilling my responsibilities as a BOSS Representative, I will notify the BOSS President and coordinate with my unit for release from this collateral duty.

Name Signature Date