

TERMS OF REFERENCE UNIT FAMILY REPRESENTATIVE (UFR)

Introduction: The Halifax & Region Military Family Resource Centre (H&R MFRC) recognizes the importance of collaborating with units so that we can help support the well-being of members and families experiencing the uniqueness of military life.

The Unit Family Representative (UFR) role is a secondary duty with the goal of enhancing unit readiness by assisting members with their inquires and raising an awareness of the H&R MFRC's programs and services available to military families.

Official Name: H&R MFRC Unit Family Representative (UFR)

Component: Regular or Reserve

Length of Term Position: 12 months (renewable)

Desired Skill Sets: Active listener, strong communication skills, enjoys working with people, emotional intelligence, ability to set and maintain boundaries and motivated.

Reporting to: Unit and H&R MFRC

Training: Annual training in-person/3 hours @ Halifax MFRC Site. Daytime, evening, and weekend times available.

Time Commitment: Monthly/1 to 2 hours independently within the unit and electronically.

Responsibilities:

Raise awareness of the H&R MFRC as a resource for members and families by:

- Attending annual UFR training session to learn about the H&R MFRC;
- Referring members to the H&R MFRC for information or support;
- Provide opportunities for the H&R MFRC to offer annual unit briefing;
- Submit quarterly Routine Order entries;
- Distributing H&R MFRC branded promotional items at unit events;
- Contributing to the well-being and esprit de corps of the unit; and
- Ongoing promotion of programs and services of the H&R MFRC within unit.

Questions:

Please contact the UFR Coordinator at ufr@hrmfr.ca or by phone at (902)427-7788.