

**DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY CYBER CENTER OF EXCELLENCE
AND FORT GORDON
FORT GORDON, GEORGIA 30905-5020
DIRECTORATE OF FAMILY AND MORALE, WELFARE AND RECREATION
ARMY COMMUNITY SERVICE**

IMGO-MWA

10 January 2017

**Standing Operating Procedures (SOP)
For
Volunteer Council**

1. **PURPOSE.** The Volunteer Council (formerly the Volunteer Advisory Council) provides a forum for the exchange of essential information among key personnel in the Fort Gordon community regarding volunteer recruitment, training, recognition, and program management.

2. **SCOPE.** This operating procedure applies to the responsibilities of the Army Volunteer Corps Coordinator (AVCC).

3. **AUTHORITY.** Army Regulation 608-1, Chapter 5.

4. **RESPONSIBILITIES.** The AVCC will coordinate all aspects of this council to include:

a. **Council meetings.** Council meetings will be chaired by the Army Volunteer Corps Coordinator (AVCC). Meetings will be held at the discretion of the AVCC as needed, generally once each quarter. Attendees may include:

- (1) Honorary Advisors
- (2) Volunteer Supervisors
- (3) Volunteer Program Managers
- (4) Brigade-level Family Readiness Group Leaders
- (5) Representatives from Private Organizations:

Fort Gordon Spouses and Civilians Club
Health Services Auxiliary
American Red Cross
Scouting Programs

b. **Notification.** Council members will receive reminder calls or emails at least one week prior to the meeting.

4. **GENERAL.**

- a. The meeting will focus on planning and sharing resources for upcoming events/activities.
 - b. Additionally, volunteer trends and information on training opportunities will be discussed.
 - c. Issues raised will be resolved or updated at the next meeting.
5. The proponent and action officer for this SOP is the AVCC.

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AVCC