How To Assist Your BOSS Program

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MWR BOSS Program Manager
Education and Training

• BOSS Conference
  - Installation and Army-wide level

• Let them know their roles
  - Job Descriptions
  - Expectations
  - Create a solid line of communication
  - Program Planning

• Financially
  - Budgeting
  - Reading a Financial Statement

• Marketing
  - Flyers, Posters, Banners, Advertising
  - Sponsorship
Guidance

• Community Service
  - Guidelines
  - Listen to Ideas

• Well Being
  - Who to contact when they have questions

• Leisure and Recreation
  - Events should be based on the wants and needs of single soldiers

• How to Plan a Program
  - Start to Finish
  - After Action Reports
Attend Meetings

• Devote time and effort
  – Make yourself available during BOSS meetings
    • Meet and Greet
  – Talk about upcoming programs
  – Discuss agenda for meeting
  – Preparing meeting minutes
Inspire and Motivate

• Positive encouragement for BOSS Staff
  - Praise

• Teamwork and Partnering
  - Staff works together

• Brainstorming Sessions with Staff
  - Be flexible and open-minded

• Recognition for Achievements
  - Certificates and awards
Communication

• Weekly Meetings

• BOSS Program Manager Open Door Policy
  - Be approachable
  - Listen to concerns, ideas, suggestions

• Email and Correspondence Etiquette
  - Review

• Public Speaking
  - Toastmasters Course
  - Critique meeting, as well as briefings
Set Goals

• Goals
  - Build Participation
  - Add New and Innovative Programs
  - Training
  - Increase Incoming Generating Events
Lead By Example!
Team Work

“Together We Make A Difference!”