



HAWAII
EMPLOYER SUPPORT OF THE GUARD AND RESERVE
91-1227 ENTERPRISE AVENUE, BLDG 175
KAPOLEI HI 96707

Volunteer Leadership Opportunity

Available: HAWAII STATE CHAIRMAN

EMPLOYER SUPPORT OF THE GUARD AND RESERVE (ESGR)

Position Title: State Chairman

Employment Status: Volunteer

Description: The Chairman is responsible for all aspects of State ESGR operations. The Chairman organizes, leads, directs, supervises, and motivates ESGR members with various backgrounds, abilities and interests. The Chairman must have excellent, proven leadership and communication skills. The Chairman frequently address high profile individuals, or groups including Governors, TAG (The Adjutant General), Guard/Reserve General/Flag Officers, federal, state and local officials, legislators, Mayors, CEOs, business and industry leaders, Chambers of Commerce, and civic groups. The Chairman develops and executes the State's annual spending plan and budget in conjunction with staff.

Selection of Term Limits: Volunteer Position – The Chairman is the representative within the state and will lead ESGR activities. The Chairman is appointed for a three-year term and can serve no more than two terms; terms need not be consecutive. The term appointment for this announcement will be from October 1, 2016-September 30, 2019.

Hawaii ESGR Committee: The Hawaii Committee consists of 25 volunteers and 3 staff who are responsible to support National Guardsmen and Reservists working with civilian employers. Hawaii is amongst the few that have all seven service components located within the state. The committee has 4 Ombudsmen for dispute resolution.

The Chairman represents Hawaii to the National ESGR and the Department of Defense and is considered an employee of the DOD while on ESGR missions.

Volunteers are reimbursed for mileage and authorized expenses while conducting official ESGR business.

Responsibilities:

- A. Accomplish training according to the Volunteer Management Instruction (ESGR 1250.10) and local requirements.
- B. Execute State ESGR operations in support of ESGR mission, goals, objectives, and priorities as outlined in the Strategic and Operational Plans.
- C. Develop and establish goals, objectives, priorities, and measurements for the State ESGR.



- D. Oversee State ESGR organization and membership including recruiting a representative volunteer base, assignment of positions, monitoring of participation, and personnel accountability.
- E. Oversee Ombudsman case management.
- F. Provide guidance, direction, support, resources and supervision to Area Chairs.
- G. Provide guidance and input for annual budget plans.
- H. Ensure timely data collection and report submission.
- I. Monitor Progress of all State ESGR activities and core programs.
- J. Represent ESGR and act as the principal spokesman for ESGR with employers to promote employer support.
- K. Recommend programs and initiatives that enhance and sustain employer support.
- L. Assess effectiveness and mission accomplishment.
- M. Review support staff performance semi-annually.

Skills and Qualifications:

- A. Demonstrated leadership.
- B. Time availability to execute ESGR mission as defined by the ESGR Strategic Plan.
- C. Motivational, organizational and communication skills.
- D. Understands importance of National Guard and Reserve missions.
- E. Understanding of business and industry employment practices.
- F. Business experience (including basic information technology (IT) skills).
- G. Prior experience with volunteer organizations.
- H. Commitment and willingness to lead the organization.
- I. Ability to plan and organize the activities of a large number of volunteers.
- J. Understanding of the strategic planning process.
- K. Understanding of the Joint Ethics Regulations as they apply to representing Department of Defense (DOD)-specifically, the use of appropriated funds, gifts, travel, and relationships with non-DOD organizations (public sector, private sector, and non-profit organizations).

HOW TO APPLY:

- A. Submit a letter stating willingness to accept the position, the reasons for your interest in serving, and your plans for leading the Hawaii State ESGR.
- B. Include a biography or resume with your letter. The biography or resume should include specific experience or education, knowledge, skills, and abilities, to perform the duties of the State ESGR Chairman.
- C. You may attach other supporting material, as you deem appropriate, e.g., supporting recommendations or commendations.

SUBMISSION INFORMATION: Please email your applicant packet and all supporting documents to kristina.l.donato.ctr@mail.mil by **March 16, 2016**. Mrs. Donato will be accepting the packets and supporting the Search Committee with administrative support. She will also be able to answer questions regarding this announcement.

Search Committee will be reviewing all submitted packages on March 21, 2016, and select candidates for “in person” interviews. The Committee will notify all those submitting letters whether they will be asked for an interview.

After all the interviews are completed, the Search Committee will rate the candidates on information provided in their resume, supporting documents, and the interviews based on the following competencies:

1. Ability to provide leadership for the Hawaii State ESGR Committee
2. Ability to motivate and organize volunteers
3. Capacity to engage the Committee in strategic planning and tactical implementation
4. Capacity to carry out the mission of the ESGR through support of individual Service Members
5. Understanding of missions of the National Guard and Reserve

The current Hawaii ESGR State Chairman will also be available to respond to emails regarding the nature and scope of this volunteer position. The Chairman’s contact information is: Chairman Robert Borek, esgr@shaoborek.com.



www.esgr.mil