

# How to be an efficient BOSS Rep



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Welcome to the BOSS program. We are very happy to have you as a team member. There are a few things you should know about the history of the program as well as some tips to help you get started. Being a BOSS rep is a very important responsibility you are now the voice of the Single Soldiers around you kind of “the head of the body.” They will look to you for advice, assistance, and answers to questions that you may or may not know the answers to. That’s okay. The most important thing is that you are available to them. Please take the time to read through the slides and apply these steps to your role as a rep and stay motivated enough to motivate your battle buddies throughout your term as a BOSS Rep.

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Step 1. **Read the Ft. Stewart BOSS SOP**

Step 2. **Find out how many Single Soldiers you are responsible for** inform your BDE Rep. (see example 1 a)

Step 3. **Look for a suitable location to display a BOSS board** and create the board. This place should be highly visible to Single Soldier traffic. (see example 1 b for board)

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Step 4. **Establish a close working relationship with your battalion SGM's and 1SG's** so that they can stay informed on what BOSS has going on and can better support you.

You can do this by:

respectfully requesting a time to come and speak with him.

Having what you want to ask of him prepared and being prepared to take notes.

Letting him or her know that you are **proud** to be the BOSS rep and that you will do your best to represent your fellow Single Soldiers.

Tell him or her that “ours” will be the best battalion level BOSS program in the Brigade.

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Step 5. **Establish a location to hold own BOSS meetings** such as conference rooms in the battalion or Rocky's Zone to discuss the issues of your Single Soldiers preferably the a day or two prior to installation BOSS meetings to bring up their issues and concerns to the installation BOSS President; and a day or two after to put out any information you have received. You can also invite the SGM's or 1SG's as guest speakers.

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Step 6. **Identify your most motivated Single Soldiers** and have them help you put the word out for events and solicit ideas for things the Soldiers would like to do.

Step 7. **Identify the Soldiers that may be potential haters as well.** You may have Soldiers who may see BOSS as “uncool” or “lame.” Find out what interest them and bring it to the BOSS meeting as a potential event.

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Step 8. **Use formations** to put out information.

During company formations and or battalion formations, ask the 1SG if it's ok for you to put out BOSS information while you have the big group. If nothing else ask to see all of the Single Soldiers immediately following the formations.

Step 9. **Call the BOSS office (912-767-9917)** for any issues that you think may need more assistance than you can give.

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Step 10. **Lead By Example and... Participate. Participate. Participate.** No one will go to BOSS events or volunteer if you are not selling the program. They won't want to go if you're not even going and you're the BOSS rep. That will send a bad message.