

SPECIAL OPERATIONS ASSOCIATION  
STANDARD OPERATING PROCEDURE

ANNEX E

REGISTRAR

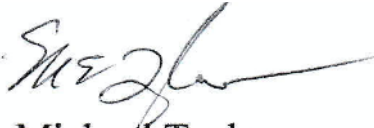
1. GENERAL

- A. PURPOSE. This Standard Operating Procedure (SOP) Annex is to standardize routine recurring operational and administrative procedures required of the Special Operations Association (SOA) Registration Committee.
- B. CONFORMITY. This annex and all actions taken to implement its directives will conform with the current bylaws of the SOA (as amended or dated later) and the Articles of Incorporation in the State of Texas, Charter Number 120709501, as amended by Certificate dated 2 January 2003 (or amended by Certificate at a later date), and SOA SOP Annex C (Treasurer). Refer to SOP

11 DUTIES OF THE REGISTRAR

- A. Reports directly to the SOA Treasurer
- B. Chairs the Registration Committee
  - 1. Oversees the annual SOA Reunion registration plan outlined in the SOP.
- C. Works in concert with the Treasurer, Membership Chair, Reunion Chair, and IT Chair to develop a fiscally responsible, seamless registration process.
  - 1. Develop registration forms and instructions for inclusion in the PRP.
  - 2. Prepare the database for registration.
  - 3. Ensure adequate inventories of reunion materials are on hand.
  - 4. Receive and process member registration forms.
  - 5. Prepare financial reports and financial reconciliations as required by the Treasurer.
  - 6. Prepare attendance reports as outlined in the 2020 revised Registration SOP or as requested by the Board of Directors.
  - 7. Following the end of each reunion, review the processes, update the SOP and make adjustments to the process as necessary.
  - 8. Prepare end of year Registrar Report for the AAR.

- D. Works in concert with the IT Coordinator and Membership Chairman to prepare registration data.
  - 1. Membership will prepare an excel spreadsheet of SOA Members in good standing that are eligible to register for the reunion.
  - 2. If needed, works in concert with the IT Chairman in updating the database for the current reunion year data.
- E. Works in concert with the Treasurer
  - 1. Develop and maintain deposit logs and/or other reconciliation methods to ensure monies are handled in a fiscally responsible manner as outlined in the Annex for the SOA Treasurer.
- E. Inventory
  - 1. Maintain an inventory of equipment, software, and materials.
  - 2. Review inventory annually and submit a copy to the Treasurer.
  - 3. Submit all equipment needs to the Treasurer for prior approval.
- 111. A detailed SOP for Registration operations is available with the Vice President, Systems Coordinator and Registrar.
- 1V EFFECTIVE DATE. This SOP and each annex will become effective upon approval of the BOD and the dated signature of the Vice President of the SOA.



Michael Taylor  
Vice President

Date approved by the Board of Directors: August 20, 2020