

SPECIAL OPERATIONS ASSOCIATION

STANDARD OPERATING PROCEDURE

ANNEX F

MEMBERSHIP COMMITTEE

I. 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) Membership 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).

II. DUTIES AND RESPONSIBILITIES OF THE MEMBERSHIP CHAIRMAN

- A. Reports directly to the SOA Vice-President, as necessary, to assure and maintain confidentiality of the database.
- B. Chairman Responsibilities
 - 1. Chairs the Membership Committee
 - a. Provides orientation for Committee Members to ensure compliance with SOA Bylaws.
 - 2. Ex-Officio member of the Membership Recruitment Committee
 - a. Provides data, guidance and advice
 - Membership
 - Reunion attendance
 - 3. Maintains the SOA Database
 - a. Ensures SOA Member files are kept as confidential documents
 - b. Ensure confidentiality of member information.
- C. Vets applications for membership based on the merits of the application and documentation provided.
 - 1. Member Types vetted
 - a. General
 - b. Associate
 - c. Operational Associate
 - d. Honorary
 - e. Warriors Widow
 - 2. Advises of approval or disapproval
 - a. if approved, orders membership certificate and cards
 - 3. Maintain member records
 - a. Maintain paper records on all members.

- b. Create digital copies of application and documents and storing files on cloud.
- D. Researches units for inclusion on the SOA Approved Units list.
 - 1. When necessary, research units.
- E. Manages the Membership Database
 - 1. Ensures accuracy of data
 - a. Updates data (contact changes, NOK, Deceased, inactive, etc)
 - b. Maintain Pin History and Tenure
 - 2. Member revenues
 - a. Reconciles database with SOA accounting software
 - b. Follows procedure in collecting and depositing member revenues.
 - 3. Prepares mail lists
 - a. AAR, PRP, email blasts
- F. Annual Members renewals
 - 1. Notifies members of membership Status
 - a. Sends annual renewal reminders via USPS post card and email in November through January
 - b. March - members who have not renewed are moved to inactive status
 - Loses eligibility for member benefits.
- G. Coordinates with Committee Chairs and Special Staff
 - 1. CHAPLAIN
 - a. Advises of sick and deceased members
 - b. maintain list for AAR and PRP and TAPs site
 - 2. NOMINATING COMMITTEE
 - a. Vet BOD candidates
 - b. Member in good standing
 - c. attended 1 of past 3 reunions
 - 3. TALLY COMMITTEE
 - a. Vets ballots as received
 - b. Member in good standing
 - c. General member
 - 4. BRIGHTLIGHT
 - a. Vets applicants
 - b. General Member in good standing
 - c. History of attendance
 - 5. SCHOLARSHIP
 - a. Applicant's sponsor must be an SOA Member in good standing
 - 6. WARRIORS WIDOW
 - a. Must be surviving spouse of an SOA deceased Member
- H. Registration - Monitors registration process.
 - 1. Review requests from non-family members to attend SOAR
 - a. Reviews requests and recommend approval for family members, not including Warrior Widows to attend SOAR
 - 2. Administrative and Support
 - a. Prior to the reunion
 - Update software annually

- Provides training and technical support
 - Monitor process via remote assist at least weekly during reunion
 - Query Tenure pin eligible Members
 - Query Member attendance and append to Mbr. Database
- b. During/after reunion
- Collect registration data
 - Expunge data from registration database
 - Inventory equipment and materials
- I Board of Directors
1. Monthly/Quarterly Reports
 - a. State of the membership for the AAR
 - b. State of the membership for the PRP
 - c. other reports as requested by the BOD
 2. SOA Secretary
 - a. PRP information
 - Registration form and instructions
 - Annual Membership renewal reminder
 - Fee schedule
 - Membership application and criteria
 - Pin Tenure recipients
 - TAPs Report (in concert with Chaplain)
 - b. AAR Information
 - Membership report
 - Membership application and criteria
 - Pin Tenure recipients
 - TAPs (in concert with Chaplain)
 - c. Monitors IRS Percentages to ensure compliance
 3. SOA Treasurer
 - a. Reconcile member revenues to SOA software
 - b. Submits annual Membership and Registration inventories
 - Submits requests for replacement
 - c. Reviews membership expenditures
- J. Monitor/identify Membership Trends
1. Conduct an annual review of membership:
 - a. Review membership
 - b. Reunion attendance
 2. Reports to the BOD
- K. Maintain Inventories
1. Membership equipment
 - a. Membership (end of year)
 - Computer
 - Printers
 - b. Send completed inventory to Treasurer
 2. Membership Cards
 - a. Annual inventory on hand
 - Annual
 - Life cards on hand

- b. Review costs of cards, design and production
- c. Submit inventory to treasurer end of year
- 3. Registration (end of reunion)
 - Computers
 - Printers
 - Registration materials (neck wallets, name badges, etc.,)
- a. Submit copy to Treasurer
 - Submit requests for replacement to Treasurer

III EFFECTIVE DATE: This Annex shall become effective upon approval by the Board of Directors and dated and signed by the Vice-President of the SOA.

Approved by the Board of Directors on January 16, 2020

A handwritten signature in black ink, appearing to read "Michael E. Taylor", with a long horizontal flourish extending to the right.

MICHAEL E. TAYLOR
Vice President
Special Operations Association