

SPECIAL OPERATIONS ASSOCIATION

STANDARD OPERATING PROCEDURE

ANNEX K

QUARTERMASTER SALES

I. GENERAL

A. **PURPOSE.** This Standard Operating Procedure (SOP) Annex is to standardize routine recurring operational and administrative procedures required of the Quartermaster Sales Coordinator (QMSC).

B. **CONFORMITY.** This annex and all actions taken to implement its directives will conform with the current bylaws of the Special Operations Association (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).

C. **COMPOSITION.** The QMSC will be appointed by and serve at the pleasure of the President and Board of Directors (BOD), SOA. Volunteer assistants may be recruited by the QMSC, especially during the Special Operations Association Reunion (SOAR).

II. DUTIES

A. The QMSC will work with vendors to obtain pricing, selection and approval of items to be sold on the SOA website and at annual SOARs. He is authorized to purchase/replenish products from approved vendors for QM sales. All purchases exceeding \$500.00 must be reviewed and approved by the Treasurer before the order is placed with the vendor. This policy is in place to ensure availability of funds to cover orders, enable checks and balances and provide transparency into purchasing activity.

B. The QMSC will approve embroidery and silk screening of all merchandise provided by SOA vendors for QM sales.

C. The QMSC will coordinate with the Board of Directors (Board) to select the SOAR Registration Gift for each SOAR. This may involve obtaining samples and price quotations.

D. The QMSC will supervise sales of all QM Sales items.

III. ADMINISTRATIVE AND FINANCIAL PROCEDURES

A. The QMSC will provide the Treasurer periodic reports as coordinated between the Treasurer and the QMSC.

B. The QMSC will report the status of of QM Sales to the Board at their mid-year meeting, at SOAR and any other time he feels it is appropriate.

C. All financial transactions involving the receipt of payments will comply with SOA financial SOPs. Funds may be received directly by the QMSC or through the SOA website (specialoperations.org). There will be no cash purchases except at SOAR or other functions where the Board authorizes a physical QM sales operation. The QM Sales may otherwise accept major credit cards, checks or money orders. Due to federal laws regarding collection of customers' confidential information, SOA will only accept credit card orders on the SOA secure e-commerce sector of the SOA website - not via mail, email or telephone.

D. The QMSC will provide the Secretary with the latest QM Sales Order Form and a report on the status of QM sales in time for publication of both the Preregistration Packet (PRP) and SOAR After Action Report (AAR).

IV. EFFECTIVE DATE. This annex to the SOA SOP will become effective upon the approval of the BOD and the dated signature of 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