

SPECIAL OPERATIONS ASSOCIATION

STANDARD OPERATING PROCEDURE

ANNEX U

ENTERTAINMENT 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) Entertainment Committee.

B. CONFORMITY. This annex and all actions taken to implement its directives will conform with the current By-Laws 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).

C. COMPOSITION. The Chairman of the Entertainment Committee will be appointed by and serve at the pleasure of the President and Board of Directors (BOD), SOA. Members of the Committee will be appointed by and serve at the pleasure of the Chairman. Composition of the Committee will be approved by the BOD annually as part of their approval of all committees.

II. DUTIES

A. GENERAL. The Entertainment Committee shall conduct entertainment programs to benefit attendees of the annual SOA Reunion (SOAR), their family members and guests. The Chairman will coordinate closely with the SOAR Reunion Chairman and the Board of Directors (BOD).

B. DUTIES of the committee will include, but not be limited to:

1. Conduct research and develop entertainment activities to complement the SOAR schedule of events.

2. Advertise upcoming entertainment events in the Preregistration Packet (PRP).

3. Accept and manage reservation lists for each event.

4. Manage the execution of entertainment events.

5. Wherever possible, take photographs of all entertainment events for publication in the After Action Report (AAR).

6. The Entertainment Committee Chair shall provide a report to the President and BOD (via the Vice President [VP]) summarizing entertainment events conducted, along with any favorable or unfavorable comments made by any member participating in any SOA entertainment event. This will enable the Entertainment Chair/Committee to determine what is actually entertaining and beneficial to the SOA membership.

7. Maintain a file of the required reports to the BOD, backed up by documents generated and/or executed relative to each event approved by the BOD, for future reference.

7. Entertainment Chairman will maintain a hardback binder containing copies of all communications/contacts, as well as any contracts executed with all outside vendors actually providing service (via the Entertainment Committee) to the SOA.

8. The Entertainment Chairman/Committee's term of such service to the SOA will commence upon acceptance of his appointment by the President and approval of the SOA BODs, and such term of office shall expire upon the term of expiration of the appointing SOA president, or on the voluntary relinquishing of such position, duties and responsibilities by the Entertainment Chair, or any Committee member thereto. All voluntary relinquishing of Entertainment Committee responsibilities by the said Chair, or any member of said Committee shall be in writing to the appointing President.

9. Upon termination of the Entertainment Chair's term of service, all such materials (e.g. Hardback binder, etc.) will be relinquished to the VP for secu

ity and will be issued to the newly appointed SOA Entertainment Chairman. The SOA VP or Secretary will provide the Entertainment Chair with a letter (via any acceptable mode of communication) confirming the termination of said duties and responsibilities.

10. Committee members shall forward recommended changes to this Annex to the Chairman for review and presentation to the Vice President, SOA, for submission to the BOD for approval.

### III. FINANCIAL PROCEDURES

A. No contract can be entered into that isn't first approved by the BOD and then signed by the President and Treasurer (or appropriate officer if either isn't available) to create a valid contract and a binding liability to the SOA.

B. The Entertainment Chairman/Committee should always consider all cost factors whenever considering any entertainment event, to insure that the SOA operates at a financial margin as favorable and profitable as possible to the SOA, and the least expensive to the SOA membership.

C. A copy of all monetary instruments (checks, etc.) issued/received from the SOA treasurer for any Entertainment event to be delivered to the vendor providing such entertainment service should be maintained by the Entertainment Chair, UNLESS, such instrument is issued directly, and/or is delivered by the SOA Treasurer.

D. In any event that the SOA Treasurer is not immediately available to receive any payment for any entertainment event(s), the Entertainment Chair or any Committee member MAY receive all such payments, and will promptly deliver any personal checks, and/or paid actual cash, or other monetary instruments, received from any member(s) whom did not utilize the online registration procedures, or was unable to locate the SOA Treasurer to pay for any SOA entertainment event, (all late signups) shall be delivered to the SOA Treasurer; the President or the VP as soon as practically possible. It shall be the responsibility of the SOA Treasurer to ensure that all such members are provided with a receipt for their actual payments.

E. Any and all legitimate expenses related to entertainment events (such as taking of photographs) and incurred by committee members should be approved by the chairman in advance. Requests for reimbursement will be submitted through the chairman to the Treasurer using the SOA Expense Report. Physical evidence of all such expenses (such as receipts) shall accompany any and all such reimbursement requests.

F. Questions/Clarifications regarding financial procedures should be addressed to: Chairman, Entertainment Committee or Treasurer, SOA.

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.

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

**Michael Taylor**  
**Vice President**

Date: April 27, 2017