



*Society of American Military Engineers*

# **Young Member Community of Interest Charter**

**(Revised 8 August 2019)**

**Mission.** The mission of the SAME Young Member (hereinafter “YM”) Community of Interest (hereinafter “COI”) is to be an advocate for and engage YM support of SAME’s Strategic Plan through outreach, training, networking, and recognition.

**Membership.** Membership in YM COI is open to all members of SAME who have not yet reached their 40th Birthday. Leadership for the COI shall be composed of the Leadership Team, as defined below, and a YM POC for each Post identified on the Post Change of Officers Form filed with SAME National Office annually. Positions may be added to or removed from the Leadership Team at the discretion of the COI Chair.

**Organization.** The COI will function operationally with a Leadership Team. The Chair will serve a two-year term beginning at the Spring Board Meeting. The recommended Leadership Team is composed of the positions described below.

**Appointment of Chair and Vice Chairs.** Six months prior to the end of the Chair’s two-year term, a new Chair-Elect will be appointed by President of the Society upon the recommendation of the current Chair of the COI, after consultation with the Leadership Team and the SAME Executive Director. It is the intent of the COI that sitting Leadership Team members be fully considered for the Chair position, but the incoming Chair need not have served on the Leadership Team. The Chair may serve only one term. At the time of appointment, the nominee will become the Chair-Elect and work with the Chair to ensure a smooth transition.

The Vice Chair positions on the Leadership Team are appointed for a one-year term by the incoming Chair, after consultation with the current Leadership Team, based upon desire to serve, needs of the COI, and the individual’s commitment to YM programs. Vice Chairs may be invited to continue their position for subsequent years. The Chair will also have the flexibility to add or delete Vice Chair positions based on needs. There is no term limit for Vice Chairs.

**Leadership Team Responsibilities.** The following are the responsibilities of Leadership Team members.

1. **Chair.** Provide overall direction and management of the COI by establishing goals and objectives annually that align with the Society's goals, objectives, and focus areas. Represent the COI and Society YMs as a voting member on the National Board of Direction. Fill Leadership Team positions as needed to accomplish the mission of The Community of Interest.
2. **Community of Interest Immediate Past Chair.** Serves as an advisor to the Chair to allow for continuity of information and help ensure nothing is missed with the leadership change. As agreed to by the Chair and Immediate Past Chair, this person may take on some special initiatives for the YM COI. If during their time the Past Chair ages out of the YM program, they will still remain in this role for the full term.
3. **Vice Chair.** Provide overall support and guidance to the COI Chair. Preside over COI events or act on behalf of the COI Chair when the Chair is not available. Ideally the Vice Chair should be someone interested in and able to take on the Chair role in the future.
4. **Vice Chair, Mentoring and Recognition.** Promote the recognition of YMs through the Society, Region, and Post programs by advocating for YM award submissions and highlighting YM and Post accomplishments in the quarterly YM newsletter and TME. Serve on national award selection committees. Work with SAME National Office to coordinate the bi-annual Credentialing Achievement Awards Program, including promoting the program, application review and financial support awards. Work directly with the Academy of Fellows Liaison for Mentoring in promoting and improving the Society's mentoring programs.
5. **Vice Chair, Programs.** Assist Posts with planning YM Programs by providing ideas for YM programs while sharing best practices and lessons learned across the Society. Manage, coordinate, and facilitate quarterly Professional Development events hosted by the YM COI.
6. **Vice Chair, Conferences.** Coordinate with the SAME National Office Staff and Vice Chair of Mentoring & Recognition to plan, advertise, and execute the YM Mentoring Program at the JETC and Small Business Conference (SBC). Disseminate best practices across the Society to facilitate YM Mentoring Programs at the local Post and Regional conference level.
7. **Vice Chair, Communications.** Coordinate with Leadership Team members to develop material for a quarterly newsletter that serves as the primary voice of the COI on YM happenings, initiatives, and opportunities. The YM newsletter shall be distributed to all YMs in good standing, Post Presidents, Regional Vice Presidents and Communities of Interest Chairs. Capitalize on the YM subgroup page of LinkedIn, Facebook and Twitter

and work with the Leadership Team to encourage participation, post relevant material, and increase dialogue and networking between YMs. Coordinate with Secretary to ensure YM COI website information is accurate and up-to-date.

8. **Vice Chair, Government/Military Programs.** Serve as an advisor to the Leadership Team, helping everyone better engage and bring value to our government and military YMs.
9. **Secretary.** Schedule monthly COI meetings and send a reminder to all Leadership Team members and Liaisons. Prepare COI meeting highlights and allow for review from the COI members before finalizing. Provide finalized minutes to post on the website. Ensure the YM COI portion of the SAME National Office website contains accurate and up-to-date information on the Leadership Team and the COI's current events. Work with the Chair and SAME National Office to maintain a roster of Post YM representatives. Assist COI officers with general administrative operations as needed.
10. **Assistant Vice Chairs.** Appointed, as needed, to assist respective Vice Chairs with performance of their responsibilities or fill in when the Vice Chairs are not available.

**Liaisons.** In addition to the Leadership Team, liaisons will be appointed, as needed, to facilitate communication and information flow between the COI and the other standing SAME Committees and COIs. Liaisons are expected to be active with their respective Committee or COI and proactively distribute information between that Committee or COI and the YM COI. Liaisons should provide updates during monthly COI meetings, or as needed, to ensure robust communication across the Society.

### **Operating Guidelines.**

- COI shall prepare an annual work plan to be submitted in accordance with the Society's bylaws. The annual work plan may include, but not be limited to, facilitating mentoring relationships between YMs and Fellows of the Society, assisting Posts with promoting YM programs, YM outreach programs to facilitate active involvement within the Society, and ensuring YM programs are included in SAME Regional and SAME National conferences. The work plan shall be reflective of the Society's Focus Areas and Strategic Plan.
- All communications to YM's will come from National SAME National Office. The Communications Vice Chair will coordinate the information gathered from the other Vice Chairs with the Chair and the Secretary to request SAME National Office to send out on the YM COI behalf.
- COI will conduct business via teleconferences and will have at least one meeting each year at JETC and SBC. Other meetings of the Leadership Team or COI shall be planned as determined feasible by the Leadership Team.
- The Chair and Secretary reach out to the National COIs and see if they have a YM to appoint as a Liaison to the YM COI. If not, one can identify one for them.

### **Charter Approval and Amendments**

The Charter may be initially approved or amended by the Vice-president for Committees and Councils assigned to this Community of Interest. The chair may undertake a review of the charter or consider amendments in coordination with the respective Vice-president for Committees and Councils.

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Victoria Mechtly, Chair (Please Sign and Date)

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Heather Wishart-Smith, Vice-president, Committees and Councils (Please Sign and Date)