



Regional Vice President Manual

Updated Summer 2020

OUR MISSION

Build leaders and lead collaboration among government and industry to develop multidisciplinary solutions to national security infrastructure challenges.”

OUR VISION

Serve our nation as the foremost integrator for leadership development and technical collaboration within the A/E/C profession.

OUR ENDURING PURPOSE

Promote solidarity and cooperation between engineers in civil and military life, to disseminate technical knowledge bearing upon progress in the art of war and the application of engineering science thereto, and to preserve and maintain the best standards and traditions of the profession, all in the interests of patriotism and national security.

ABOUT SAME

“We are establishing at this time a Society of American Military Engineers. This society will serve no selfish purpose. It is dedicated to patriotism and national security. Its objects are, in brief, to promote solidarity and co-operation between engineers in civil and military life, to disseminate technical knowledge bearing upon progress in the art of war and the application of engineering science thereto, and to preserve and maintain the best standards and traditions of the profession, all in the interests of patriotism and national security.”

–*The Military Engineer* magazine, January 1920

With these words, published just 13 months after the end of World War I, the Society of American Military Engineers (SAME) was established. While the organization has grown and evolved over the last 100 years, its purpose has not changed. Today, SAME leads collaborative efforts to identify and resolve national security infrastructure-related challenges. SAME unites public and private sector individuals and organizations from across the architecture, engineering, construction, environmental and facility management, cyber security, project planning, contracting and acquisition, and related disciplines in support of national security.

With a national office located in Alexandria, VA, SAME provides its more than 25,000 members extensive opportunities for training, education and professional development through a robust offering of conferences, workshops, networking events and publications. With a membership that includes recent service academy graduates and retired engineering officers, project managers and corporate executives, uniformed and public sector professionals and private sector experts, SAME bridges the gaps between critical stakeholders to help secure our nation.

SAME consists of 102 Posts, over 30 Student Chapters and a dozen Field Chapters around the world along with a National Office staff. Nationally, the organization is led by a volunteer Board of Direction that comprises six National Officers, 17 Regional Vice Presidents, Chairs of the Communities of Interest, and 12 Elected Directors who serve three-year terms and are elected in groups of four annually.

For more information on SAME, visit www.same.org.

This Regional Vice President Manual, dated Summer 2020, supersedes previous versions.

INTRODUCTION

The Regional Vice President (RVP) serves an essential function in the governance and operations of the Society. An RVP provides the critical link in communications, mentorship, and guidance between the SAME National Board of Direction, the National Office staff, and Post level leaders.

This RVP Manual provides a foundation for understanding and contains all essential information for executing RVP duties, including a description of the role, responsibilities, procedures and best practices. This manual is meant to be used as a guideline and does not replace the Society's Constitution and Bylaws.

1.0 RVP ROLE & RESPONSIBILITIES

The main role of the RVP is to be a leader and communicator for Posts and members in their Region and to help support Posts in achieving their goals. Additional responsibilities include:

- A. Champion the *SAME Strategic Plan* and the Goals and Objectives approved by the Board of Direction.
- B. Report to the Board of Direction as requested.
- C. Visit each Post within the Region at least once per year; install new officers as requested by Posts. The Deputy RVP can also help support the Posts at the request of the RVP.
- D. Assist Posts with developing and conducting relevant programs by helping to obtain high-level speakers at Post and Regional events.
- E. Conduct annual assessments of the health of the Posts and take actions to improve identified shortfalls.
- F. Maintain oversight of Posts, make annual assessment of Posts' operations, and report to SAME National, as requested by the BOD.
- G. Support the SAME National Office with encouraging and reminding Post leaders to submit required reports and information by required deadlines (i.e., Streamers and Annual Report, Change of Post Officers Report, etc).
- H. Maintain a Regional Events Calendar, ensure events are posted to the National calendar and appropriately de-conflict events within the Region or National events.
- I. Collect, review and **share best practices** at the Regional and National levels.
- J. Encourage "cross-pollination" by inviting and encouraging Post members to visit adjacent Posts' events whenever possible.
- K. Support the nomination process for Society members in their respective Region for Leadership Development Programs, Academy of Fellows, Elected Board positions, and Society medals and awards.
- L. Seek out and encourage interest in Regional and National level positions within SAME.
 1. Advertise opportunities to serve.
 2. Educate and train SAME's future leaders, including letting Post leadership know what the RVP's duties and capabilities are.
 3. Identify prospective candidates for RVP, Deputy RVP, Regional Fellows Liaison, and National level positions and introduce them to those who currently serve in those positions.
- M. Participate in scheduled RVP calls and provide Regional input.
- N. Recognize Post volunteers with RVP Medals and RVP Coins during Post visits or during Regional or Post events.
- O. Review each Post's website for accuracy/currency at least once per year. Offer resources and support from National Office to assist Post in updating Post websites. Ensure Post websites are careful with posting

personal contact information so as to avoid spam or other potential security threats.

- P. Attend bi-annual board meetings at JETC (May) and SBC (November).
- Q. Support Regional Posts with succession planning to help ensure Posts are planning for annual elections and continue to grow future SAME enthusiasts and leaders
- R. Conduct RVP, Deputy RVP and Regional Fellows Liaison Succession Planning to ensure a transparent and open opportunity for professional development within the SAME Region. Gain consensus from regional post leaders and coordinate with SAME National Leaders. Strive to vet and select a Deputy RVP as soon as possible after becoming RVP. In addition, ensure a Regional Fellows Liaison is also in place to support the RVP with Fellows Issues across the Region..

2.0 COMMUNICATIONS

SAME's success is dependent on having vibrant Posts that are relevant and engaged locally and offer creative activities and beneficial programs that inspire participation while supporting the Society's *Strategic Plan*. RVPs are the **communications link** between the SAME National Office and Posts. They enable Posts to succeed locally and be an integral part of the Society.

Purpose of Communications:

1. Ensure Posts understand and support the 2025 SAME Strategic Plan, *Securing America's Future, Together*
 - GOAL 1: Strengthen Industry-Government Engagement
 - GOAL 2: Build and Sustain Resilient Communities
 - GOAL 3: Develop Leaders for the Profession
 - GOAL 4: Enrich the STEM Pipeline for the Nation
 - GOAL 5: Prepare Servicemembers and Veterans for the A/E/C Industry
2. Ensure that National requirements/documents/reporting are being completed
3. Ensure the SAME National Office understands what the Posts need to succeed and they have the requisite tools and support to make it happen
4. Share best practices

Frequency of RVP Communication:

1. Minimum of one visit to the Post each year
2. Monthly communication (sharing of best practices, messages from the National Office, etc.). Be aware that National is providing relevant, timely communications directly to Post Leaders, so try not to duplicate or auto-forward the same emails. Be sensitive to timing and number of email communications so as not over-saturate recipients with SAME emails.
3. As a minimum, establish quarterly phone calls with Post Presidents/Leaders to facilitate a more free-flowing style of communication, lessons-learned, and best-practices across the Region.

Ensure Communication Compliance with National Guidelines:

In an effort to support the "One Society" theme across all SAME sectors, RVPs should monitor and ensure that Society guidelines are being implemented. The SAME National Office offers templates to assist the Posts.

1. **Website.** The National Office offers Posts web support—including a website template, and hosting and training for site updates and maintenance—that is integrated with the SAME National website. This website service allows for Posts to have an individualized Post website, based on a template that presents a "One Society" branded look. The National Office will provide technical assistance as needed to any Post that does not have their own web manager.
2. **Social Media and Emails.** Social media channels provide a great way to communicate news, information, updates and more. Encourage Posts to visit the following site for guidelines: https://www.same.org/Portals/0/same.org/inside_pages/documents/connected/post_knowledgecenter/postleaders/SocialMediaBestPractices_PLW19.pdf?ver=2019-08-08-074824-260

3.0 OPERATIONS

Post operations is the responsibility of the Post President and the Post Board of Direction. To ensure RVPs have an awareness of Post-level responsibilities and operations, please refer to the Post Operations Manual at the following website:

https://www.same.org/Portals/0/same.org/inside_pages/documents/connected/post_knowledgecenter/2017SAM_EPostOperationsManual.pdf?ver=2017-05-30-094246-577

RVPs are available to assist the Post in meeting the National requirements, understanding best practices for Post management, and assisting with other key elements important to the success of the post. At a minimum, the RVP should be engaged in the following Post operations matters:

- A. **Installation of New Officers.** Visit each Post within the Region at least once each year and install new officers as requested by Post Presidents. The Deputy RVP can also help support the Posts at the request of the RVP. (The procedure for installation of new Post officers is presented in Section 11.0 of this manual.) Communicate to the new post leadership that Posts **must** submit the online "Change of Post Officers" form immediately upon installation of new officers. This easy, online update form is critical to ensure new post leaders receive important information and communication coming from National and Regional levels. This online report can be found on the SAME national website: <https://www.same.org/Online-Forms/Change-of-Post-Officers-Report>. **Please advise Post leaders to ensure that all nominated/elected Post officers are active SAME members; this is a requirement to serve in any SAME position at the post, regional or national levels.**
- B. **Volunteer Recognition.** The RVP should provide recognition at the Regional level throughout the year and at Regional conferences and events. The RVP should communicate throughout the year with the Post leadership to identify individuals or Sustaining Members that provide outstanding contributions. RVPs and Deputy RVPs can present RVP Medals or RVP Coins. As a regional leader within the Society that consists of and relies on volunteers, the RVP is in a unique position to provide simple recognition for those many volunteers who quietly serve the Society. There is no "textbook" or "checklist" to advise RVPs on when and to who the below recognition tools can be utilized. As a rule of thumb, RVP Medals should be considered for significant contributions worthy of special presentation. RVP Coins are considered more of an informal "job-well-done" or "thank you" for volunteering. RVPs should not underestimate the power of recognition of our many volunteers. Additionally, combining RVP Medals/Coins presentations with Post visits can be a convenient, relevant way to provide external recognition from above the Post-level.
 - a. **RVP Medals.** The RVP should recognize outstanding contributions by individual or sustaining members in the Region. The RVP Medal should be presented to those individuals and organizations that have demonstrated exemplary service over a time period or significant contribution to a specific event. Request an RVP Medal online: <https://www.same.org/Online-Forms/RVP>. Please plan accordingly and allow for three (3) weeks to receive the medal.
 - b. **RVP Coins.** The RVP Coin may be given to individuals or groups to recognize contributions to the SAME mission. The regional coins are provided by the SAME National office at no cost to the RVP. There is no limit to the number of coins presented with the understanding that the coins are to recognize a specific and above-ordinary contribution. Please ensure the available RVP coins get relayed to the RVP successor upon conclusion of the RVP term and, if desired, the new RVP may share coins with Deputy RVPs. The RVP should ensure they plan accordingly and notify the SAME National office (Membership and Post Operations) when their remaining balance of RVP Coins is getting low.
 - c. **Unique Situations.** The SAME store also offers SAME plaques for presentations. There are several different sizes of plaques available; each has the SAME insignia in pewter or bronze and a plate for local engraving. The SAME Store also has additional plaques and gifts for purchase, if

desired. (www.same.org/store).

- C. **Fellows Nominations.** The RVP should work with the Regional Fellows Liaison Point of Contact in supporting the Posts in nominating candidates for induction into the Academy of Fellows. The RVP is required to provide an Endorsement Letter for nominees sponsored by the Posts. If nominees are not selected, the RVP should ensure that the Regional Fellows Liaison Point of Contact and Posts are evaluating the debrief and working with the nominee for future submission, if applicable.
- D. **Leadership Development Program.** The RVP should work with the region's Post Presidents in supporting nominations for the National Leadership Development Program. Each region should select a candidate and an alternate for the program. Nominations open each fall and candidates are selected the following spring.
- E. **Streamer Assistance.** The RVP should encourage Posts to assess their annual programs to ensure that the Posts are aligned with the published *SAME Strategic Plan* and promote participation in the Streamers Program. The RVP should communicate with the Posts to reinforce that Streamers allow for alternate performance for Streamers to be considered for credit during evaluations.
- F. **Succession Planning.** The RVP should work with the Post leadership in identifying and developing individuals with the potential to fill key leadership positions in the Society (i.e., future Deputy/RVP, National President, Elected Directors, etc.). Through succession planning, and investing in our future leaders, the Society will retain valuable volunteers and ensure the Society has a strong pipeline of developing leaders throughout the organization. The RVP should work with the Posts to ensure that these developing leaders are participating in annual training and engaging with others in the Society.
- G. **Activation of Posts.** If a Field Chapter or other organized group of members desires to charter a new Post, the RVP should provide advice, support and assistance to ensure viability and key elements of success are in place. New charters are to be issued with the highest degree of confidence that the new Post will be successful. Proper due diligence should be undertaken to prevent the start and subsequent closing of a new Post. Please ensure that SAME National Post Operations POCs are involved with any potential activation of a new Post. Please refer to the Post Operations Manual for more info. Considerations that should be taken into account include:
 - 1. Was the prospective Post a Field Chapter?
 - 2. Was there a Post in this location previously? If yes, why did it deactivate?
 - 3. How long has the prospective Post been holding organized meetings?
 - 4. Is there a Board of Direction identified?
 - 5. Are proposed Post leaders registered members of SAME?
 - 6. Is there a commitment from at least 10 individual members to join the Post?
 - 7. Are there at least three Sustaining Member companies committed to join the Post?
 - 8. What will draw membership in the new Post?
 - 9. Have the prospective Post leaders served in leadership positions in other Posts?
 - 10. What are the geographical conditions to other Posts? If the prospective Post is on a federal installation, are meetings accessible to members who do not work on the federal installation? Are there local/state government entities nearby that the prospective Post can engage?
 - 11. Are there other professional organizations/societies in the area that the new Post could partner with on programs, activities and opportunities to create value for members?
 - 12. Has the prospective Post established a charter with supporting member signatures and bylaws?

- H. **Deactivation of Posts.** The deactivation of a Post is based on an assessment that the Post no longer has the resources or support of individual or Sustaining Members to elect a Board of Direction and conduct meaningful programs. Prior to deactivation, the RVP should complete a full assessment including:
1. Communications with current and past Post leaders, public and private industry in the area, and remaining members to assess the viability of the Post.
 2. Viability whether the Post could shift to Field Chapter status under another Post
 3. Review of Post activity with the National Office including submission of annual reports, 990 filings, Streamers participation and, attendance at Post Leaders Workshop.
 4. Review of any remaining Post funds, including bank statements from all post accounts, bank and contact information and signatory authority.

If the proper course of action is clearly to deactivate the Post, the RVP must notify the Vice President over RVPs and SAME Executive Director, in writing, of the recommendation, the effective date and plan of execution to secure remaining funds. The SAME Board of Direction will vote whether to deactivate the Post.

Any remaining funds will be returned to the National Office Post Operations budget. Where there may be a separate Education and Mentoring account, those remaining funds will be turned over to the SAME Foundation.

4.0 MENTORING

A key role of the RVP is to serve as a mentor to Post Presidents and leaders. There is no complete list of topics to be considered, but the below list provides some issues where a Post may seek RVP advice and support. The RVP can help share personal experiences and **best practices** across the Region and Society that may help provide solutions. Under each topic are a set of questions that can aid in discussions.

- A. Post Strategic Planning: Does the Post have annual goals? Did the president set priorities and objectives? Are the goals linked to the *SAME Strategic Plan* and Streamers?
- B. Streamer Achievement: Is there a plan to meet the Streamers requirements? Is there a lead for tracking progress on Streamers and reporting back to the Board?
- C. Young Member Engagement: Does the Post have a core of Young Members that can be used to expand the program? Is the Post putting young members in leadership positions? Is the Post providing programs that are seen as value-added to Young Members?
- D. Utilization of Fellows: Are there SAME Fellows on the Board? Is the Post using Fellow(s) as mentors? Are they engaged and supporting the Post?
- E. SAME National Resources Available to Assist Post Operations: Is the Post aware of all the online tools available through SAME national, including website hosting, program speaker support, Communities of Interest engagement, membership tracking support, stipends for attendance to functions, webinars, etc.?

5.0 DEVELOPING NATIONAL LEADERSHIP

The RVP should seek out and encourage interest in Regional and National level positions within SAME. Advertise opportunities to serve. Educate and train SAME's future leaders, including letting Post leadership know what the RVP/Deputy RVP duties and responsibilities include. Identify prospective candidates for RVP, Deputy RVP, Assistant RVP/Regional Secretary, Regional Fellows Liaison and National level positions and introduce them to those who currently serve in those positions.

6.0 QUALIFICATIONS FOR RVP

The recommended qualifications to serve as an RVP are noted below. However, the Region has the final decision on electing an individual that it believes will best represent the Region.

- A. Have the desire and be willing to devote the time to fulfill the responsibilities of the RVP position.
- B. Be an active member of the Society as an individual member or as a Sustaining Member representative.
- C. Demonstrate an ability to develop and maintain positive working relationships with the primary membership segments of the Society—industry professional, uniformed services member, government civilian, and Sustaining Member company—at the Post, Regional and National levels. Have held at least one leadership position at the Post level by serving as a Post President, elected officer or director, or Committee Chair.
- D. Be able to commit to a minimum of two-year term, with an optional third year. Have employer support to underwrite the RVPs costs and attendance at regional events, the annual SAME Joint Engineer Training Conference & Expo, the annual SAME Small Business Conference, and travel within the Region to visit Posts at least annually. SAME National Office will reimburse certain, eligible RVP travel expenses to visit Regional Posts in accordance with the SAME BOD Travel & Lodging Guidance noted towards the end of this RVP Manual.

7.0 ELECTION PROCEDURES FOR RVP

As stated in the SAME Bylaws, each Region is responsible for adopting its own election process, subject to the approval of the Executive Committee. RVPs should begin the process of identifying a successor RVP after completion of their first year if they plan on serving two years. The term of office for an RVP is typically two years; however, an RVP may, at the approval of the SAME BOD, serve one additional year. RVPs are limited to a total term of no more than three years. Unless circumstances warrant otherwise, RVP terms of office begin at the Board of Direction meeting at the SAME Joint Engineer Training Conference (JETC), held in May. Following are approved election procedures; others will require approval of the Executive Committee:

- A. Option A: Individuals desiring to serve as RVP should notify their primary Post President and request official consideration. Post Presidents should forward recommendations to the RVP in a timely manner. The RVP may also nominate an individual of his or her choice. Deputy RVPs that desire to serve as RVP should be given special consideration. The RVP then recommends a candidate to the Post Presidents. The Post Presidents should be instructed to vote for the recommended candidate. A majority of the Presidents of the active Posts that vote are required for a candidate to be elected as the new RVP. Once the Region has elected a new RVP, the information should be provided to the SAME Executive Director, who shall inform the Society National President.
- B. Option B: The RVP-Elect solicits nominations from the Region to serve in the roles of Deputy RVP (DRVP) and Regional Fellows Liaison. In order to best-posture the Region for long-term health, it is recommended to select DRVP nominees who are willing to succeed the current RVP. Using this methodology provides the DRVP exposure to the National BOD and is an “RVP-in-Training.” After review of all potential volunteers and submitted candidates for DRVP, the RVP selects the new DRVP, identifies them as the potential future RVP successor and solicits a vote of approval/disapproval from Regional Post Leaders. If approved by vote, the RVP submits the DRVP-elect to the SAME Executive Director for consideration as the future RVP-Elect (which may be 2-3 years in the future). The DRVP-elect will assume duties when the RVP-Elect begins his/her term. The Regional Fellows Liaison can also be selected in this same transparent manner by soliciting candidates from within the Region and gaining consensus from Post Leaders. The idea is to be as transparent as possible and ensure the Post Leaders have the opportunity to help nominate candidates.
- C. Once the Region elects its new RVP, he/she should be designated as RVP-Elect and should assist the current RVP in planning a transition. The new RVP will be installed at the next National Board of Direction meeting.
- D. If an RVP proposes any other system than is described above, he/she should send the proposed procedure to the SAME Executive Director so that the Executive Committee may approve the procedure as prescribed in the Constitution and Bylaws.

There are additional documents and resources on RVP election procedures in the RVP folder on the Post Resources Center Document Exchange website: <https://www.same.org/Document-Exchange?EntryId=382>

8.0 PROVISIONS FOR RVP IN THE SOCIETY'S CONSTITUTION & BYLAWS

- A. **Constitution.** Under Article IV.3. "Regional Vice Presidents (RVP) shall be elected for two-year terms within their respective Regions, as prescribed by the Bylaws."
- B. **Bylaws.** Under Article VII.7, "Regional Vice President positions shall be filled through elections conducted in the regions within which they occur, and officers so elected shall serve for a period of two years commencing on the date of the spring Board of Direction meeting. A Regional Vice President may remain in office once elected for an additional year without re-election by submitting intentions in writing to the National Officer who oversees RVPs. Final decision for extensions will be made by the President and Executive Director. Regions should plan for succession by assigning Deputy Regional Vice Presidents, when appropriate.
- C. **Regional Organization.** The Society is geographically organized into 17 Regions, under which are chartered Posts. RVPs are members of the National Board of Direction. RVPs may be invited to speak at Post meetings or to install newly elected post officers. RVPs are encouraged to utilize a Post Leader distribution list to facilitate communications with Posts in the Region.

SAME Regions

California	Missouri River	Rocky Mountain
Carolinas	New England	South Atlantic
Europe	North Atlantic	South Central
Great Lakes	Northwest	Southwest
Lower Mississippi	Ohio Valley	TEXOMA
Middle Atlantic	Pacific	

- D. **Deputy RVP Positions.** RVPs are encouraged to appoint one or more deputies to assist in achieving the Society's Goals and Objectives in the Region. Deputy RVPs are appointed by the RVP for a term that coincides with his/her term. As mentioned in Section 7.0, if the Deputy RVP is selected with the intent to succeed the RVP, then the RVP should utilize an election process to vet and gain consensus from within the Region for the new Deputy RVP who will become an "RVP-Elect". Templates may be found in the RVP folder of the Post Resource Center: <https://www.same.org/Document-Exchange?EntryId=382>. The Deputy may become the RVP or the successor RVP can reappoint the same individuals as mutually agreed to by the incumbent Deputy. Deputy RVPs can represent the RVP on National Committees and at meetings of the Board of Direction but cannot vote for the RVP at such meetings.
- E. **Regional Fellows Liaison (RFL):** The Regional Fellows Liaison provides assistance to the RVP/Deputy RVP on all Fellows-related issues. The RFL acts as an advisor to the Regional leadership team, is a direct liaison between the Region and the Academy of Fellows and manages the Fellows Nomination process for the Region. The RFL serves at the behest of the RVP and has a term that runs concurrent with the RVP term. The RVP should be involved in seeking nominations from the Region, gaining consensus from Regional Post Leaders, and selecting the RFL. The RFL also provides direct communication and engagement with the Region's Fellows.

9.0 SHARING OF BEST PRACTICES BETWEEN POSTS

Best practices are proven, successful samples, templates and documents that Posts have used for their many events, programs and activities. The SAME National Office has created a website (<http://www.same.org/Document-Exchange>) that has a plethora of templates, samples and documents that Posts can utilize, and also share and upload their own best practices.

It is important that the RVP is familiar with the Post Resource Center webpage (<http://www.same.org/Get-Connected/Post-Resource-Center>) to better support Post leaders. This webpage covers:

- A. Post Best Practices—including Industry Government Engagement events, Veterans programs, STEM Camps, Young Member and Leader Development activities and more.
- B. Streamer Criteria and Awards
- C. Post Operations & Administration
- D. Post Financial Guidelines
- E. Online Roster Access
- F. RVP and Post leader Links & Forms

10.0 RVP BEST PRACTICES EXAMPLES

- A. Send instructions and reminders to Post Presidents and Post Secretaries at least three months in advance of due dates, with a follow-up at least one month in advance.
- B. Coordinate the proposed dates for any Regional events with the Executive Director or his designated representative at least 12 months prior to the event and prior to signing any contracts. Ensure all events are listed on the SAME National Calendar: <https://www.same.org/calendar>
- C. Maintain and share with Post leaders, and adjacent RVPs, a calendar that can be used to de-conflict and advertise events with adjacent Posts, including Posts immediately outside the Region.
- D. RVPs should request calendar updates from Posts at least quarterly, including monthly meetings, speakers and topics, and special events.
- E. Make suggestions and recommendations for improvement/offer suggestions for the Posts' consideration.
- F. Address e-mails and letters to individuals whenever possible. Impersonal e-mails to "all presidents" or "all officers" are not nearly as effective as personal correspondence.
- G. Recommend sharing at least one best practice with Post leaders during regular regional calls/meetings.
- H. Encourage Posts to conduct after-action reviews following significant events with an eye toward continuous process improvement.
- I. Encourage Post leadership participation at National-level training (e.g. Post Leaders Workshop, Small Business Conference, and Joint Engineer Training Conference) and find out who the Posts are sending so you can connect in person.
- J. Encourage participation and make it a point to spend time with Post leaders at these training opportunities.
- K. Monthly updates via email regarding deliverable deadlines (i.e., Annual Report, Change of Post Officers, Tax Information etc.)
- L. Monthly Maintenance of a Regional calendar identifying Post meetings and special events.

- M. Provide incoming Post Presidents with a copy of the Post Operations Manual.
- N. Schedule Post leader gatherings at National-hosted events (i.e., JETC, PLW and SBC).
- O. Develop Regional notecards to send to Post leaders, Board of Director members, and speakers.
- P. Support Streamer Submissions. Visit the Post Resources Document Exchange website for sample submissions:
- Q. <https://www.same.org/Document-Exchange?EntryId=2502> Engage Posts in Regional initiatives.
- R. Provide summary communications surrounding National events.

11.0 INSTALLATION OF OFFICERS

- A. The presiding officer (such as the outgoing Post President) introduces the installing officer who is normally a Society officer or director (such as an RVP), or a senior member of the Post.
- B. The installing officer asks the new officers (except the President-Elect) to come forward and stand at his/her left in this order: Vice President, Secretary, Treasurer, and Directors. (If there are additional officers, they should form in the line at the appropriate places.)
- C. The installing officer introduces these newly elected officers and asks them as a group: "Do you pledge yourselves to support the Society's *Strategic Plan* and carry out faithfully the duties of the offices to which you have been elected or appointed?"
- D. All of the new officers' respond: "I do."
- E. The installing officer asks the outgoing and new President to come forward. (They do so and stand at the "installer's" right; the new President next to the "installer.")
- F. The installing officer asks the outgoing President to present the Post Charter and Post Bylaws to the President-Elect. (This is done.)
- G. The installing officer asks the new president: "Do you pledge yourself to support the Society's *Strategic Plan* and carry out the duties of the President of the _____ Post to the best of your ability?"
- H. The new President responds: "I do."
- I. The installing officer then states: "I now declare the newly elected officers and directors of the _____ Post to be duly installed."
- J. The installing officer may then make any appropriate remarks about the ceremony, the outgoing group, or the newly installed group. These may include laudatory remarks about the Post's accomplishments, or perhaps challenge the newly installed group to achieve certain goals or objectives.
- K. By prior mutual agreement, either the presiding officer, or the outgoing or new Post President, then takes control of the meeting to close and remind the members of the next meeting date, time, and location.

12.0 REGIONAL JOINT ENGINEER TRAINING SYMPOSIUM GUIDANCE

SAME Regions are welcome to hold Regional Joint Engineer Training Symposiums (JETS). The events must be held with approval of the SAME National Office and coordinated according to established guidelines as noted below. The RVP is involved throughout the process of organizing a Regional JETS.

- A. **Purposes of JETS.** JETS are held to support the mission, vision, and strategic goals and objectives of SAME, to include:
 1. Facilitate dialogue and networking among the uniformed services and industry in a professional and social setting.
 2. Provide education and training of importance to SAME members, including the awarding of PDHs to satisfy member continuing educational requirements.
 3. Gain insight on future program and project opportunities from federal, state and local agencies in the region.
 4. Provide mentoring activities for Society Young Members and College Students.
 5. Introduce SAME to potential new members.
- B. **Decision to Hold a JETS.** RVPs are responsible for assessing the need for and feasibility of a Post or Posts hosting a JETS. Consideration should be given to the extent to which other Post and National events provide ample opportunity for meeting the purposes of the JETS, available financial support from Sustaining Member companies, the ability of government agencies to support the event with speakers, and the support from other Posts in the Region(s) to utilize the JETS to accomplish their goals and objectives. SAME encourages Regions to partner with other regions in conducting a JETS.
- C. **Conferences Name.** As of January 2012, Regional Conferences should follow this format: “2019 TEXOMA and Missouri River Joint Engineer Training Symposium (JETS), hosted by the Oklahoma City Post.” This standard was put in place for branding and consistency purposes, and most importantly, to better support government and young member participation.
- D. **Selection of Dates and Partnering Opportunities.**
 1. In order to avoid conflicts, conference dates should be cleared with and approved by the RVP and the SAME Executive Director prior to contractual arrangements being made. Prior to seeking approval, the Host Post should ascertain whether the proposed dates conflict with any other major events in the Region so as to avoid conflicts wherever possible.
 2. Conferences should be scheduled such that no two Regional Conferences occur in the same week and there are no conflicts with primary religious holidays, federal government holidays and the following SAME National-sponsored events:
 - a. SAME Capital Week in March each year.
 - b. SAME Joint Engineer Education and Training Conference & Expo (JETC) in May each year.
 - c. SAME Post Leaders Workshop in August each year.
 - d. SAME Small Business Conference (SBC) in November or December each year.

For additional information on Regional JETS or for contract review, contact the SAME National Director of Meetings & Membership at 703-549-3800 Ext. 150.

13.0 OTHER INFORMATION & RESOURCES

The SAME national website (www.same.org) offers numerous forms, webpages, and resources to enable RVPs and Posts. Below is a list of helpful links:

- SAME National Governance Documents: www.same.org/Governance
- SAME Strategic Plan: https://www.same.org/Portals/0/same.org/inside_pages/documents/2025SAME_StrategicPlan-4pages.pdf?ver=2020-01-10-084500-330
- Post Resource Center: www.same.org/Get-Connected/Post-Resource-Center
- List of SAME Posts: www.same.org/Get-Connected/Find-a-Post
- SAME National Office Staff Listing: www.same.org/Meet-the-National-Staff
- List of SAME Communities of Interest: www.same.org/Communities-of-Interest
- SAME National Awards & Recognition: www.same.org/awards
- Ordering an RVP Medal: www.same.org/Online-Forms/RVP
- RVP Travel Expense Report:
https://www.same.org/Portals/0/DNNGalleryPro/uploads/2020/8/27/RVP_ExpRpt2019.pdf
- Centennial Planning Task Force: www.same.org/Centennial/Overview
- SAME Foundation: www.same.org/foundation



Board of Direction Travel & Lodging Guidance

Board of Direction Travel & Lodging Guidance

SAME Board of Direction meetings are typically held in conjunction with JETC and SBC.

Industry/Private Sector National Board of Direction Members

Registration - We are pleased to offer a 25% discount on registrations. The discount may be combined with early bird prices to maximize your savings. Please visit the conference website to register. To receive the discount, enter the appropriate discount code on the review page of the on-line registration form; the code will be provided to you prior to each event. To get the discounted registration rate, board members must stay within the official hotel block...the discount will be removed from your record if it is found you are staying at a hotel outside of the official block (local members excepted) and you are responsible for any resulting balance due.

Lodging – For your convenience, a block of rooms is set-aside for the Board at the event hotel(s). Please reserve your room on your own using the official housing site; instructions will be provided to you for each event.

- Under “select your guest type”, choose “I have an access code”
- Enter the code provided for each different event

**Please note that RVP Stipends for visiting Posts may not be used for JETC or SBC*

Government (Uniformed and Civil Service) National Board of Direction Members:

Registration - We are pleased to offer a complimentary registration to each event. Please visit the conference website to register. To receive the discount, enter the appropriate discount code on the review page of the on-line registration form; the code will be provided to you prior to each event.

Travel and Lodging - SAME offers a travel stipend to government members of the National Board of Direction (this includes state and local govt.).

- **Lodging** - SAME will pay the hotel directly for your accommodations in order to attend the Board meeting and JETC, for arrival the day before the Board meeting and departure through the end of conference activities (typically four to five nights). You will reserve your room on your own by following instructions provided prior to each event.

Please note: You will be asked for a credit card to reserve the room but SAME will pay your stay. At check in, you will be asked to provide a credit card for incidentals which are at your expense. Cancellation fees are according to the hotel's cancellation policy

- **Per Diem/Meals** - SAME does not provide per diem or reimburse for meals, as most meals are provided at the conference.
- **Airfare** – SAME will pay for the airfare for government board members up to \$500 for CONUS and \$1,500 for OCONUS. Airfare must be booked via the travel agent at least 21 days in

advance. A link to SAME's travel agent will be provided.

- *Individuals purchasing tickets on their own may not be reimbursed.*
- In the event an individual needs to cancel attendance, the cost of the purchased ticket or change fee is the responsibility of the individual.
- *SAME does not pay for baggage fees or airport parking.*
- **Local Transportation** - SAME does not reimburse for local travel (i.e. Taxi/Uber/Lyft; transfers to and from airports; parking at your home airport, etc.).
- **Driving** - For those within driving distance to BOD meetings at events, SAME will reimburse government board members up to \$500 for mileage and parking for up to five nights. You must complete an expense report within 30 days of the event to include a map of your driving route and receipts for parking expenses. An evaluation should be made on whether it is more cost effective to drive or fly and the more cost-effective method should be used.

National President, President-Elect, Past President, and Vice Presidents

Registration - Complimentary registration to National events (DOD, JETC, and SBC) will be provided if the individual is representing SAME on the public stage. Personal assistance with the registration process from the National Office will be provided.

Lodging

- The National President is provided complimentary room nights at SBC and JETC (for JETC occurring at the end of term year). Reservations will be made by the National Office.
- The President-Elect, Past President, and Vice Presidents MAY be offered complimentary room nights, based on availability of complimentary room nights offered or earned via facility contracts. If this is the case, the National Office will contact you and make your reservations or take care of your existing reservation if made in the correct block.
- *Baggage fees, meals, rental cars, parking and mileage to/from home airport will not be reimbursed.*

Regional Vice Presidents

SAME provides a pool of travel funds to help RVPs visit the Posts in their region annually. An expense report with receipts must be submitted within 30 days of the visit to be reimbursed.

Reimbursable expenses include:

- Travel to/from the post (airfare; train; taxi/Uber/Lyft; or mileage at the prevailing government rate as well as tolls or parking)
- Hotel (room and tax)
- Registration fees for SAME Post or Regional events, or a joint event with a partner organization
- *Baggage fees and meals are not reimbursable.*
- *The RVP stipend may not be used to attend JETC, SBC, Capital Week, or other National events.*

Post Leaders Workshop: SAME will provide the following for RVPs or Deputy RVPs who attend PLW for their region:

- Complimentary registration
- Two nights hotel for CONUS attendees, or three nights for OCONUS attendees.
- Airfare up to \$500 for CONUS and \$1,500 for OCONUS upon request only. Airfare must be booked at least 21 days in advance via SAME's travel agent. A link and instructions will be provided upon request.
 - *Individuals purchasing tickets on their own may not be reimbursed.*
 - In the event an individual must cancel attendance, the cost of the purchased ticket

or change fee is the responsibility of the individual.

- Expense report with receipts must be submitted within 30 days to be reimbursed for:
 - Driving - For those within driving distance of PLW, SAME will reimburse RVPs up to \$500 for mileage and parking. You must include a map of your driving route and receipts for parking expenses. An evaluation should be made whether it is more cost effective to drive or fly and the more cost-effective method should be used.
 - Taxi/Uber/Lyft to and from the PLW location airport.
 - *Baggage fees, meals, rental cars, parking and mileage to/from home airport will **NOT** be reimbursed.*

BOD Contact/National Events: Kathy Off, koff@same.org, 703-549-3800 ext. 153 RVP Contact: Jill

Murphy, jmurphy@same.org, 703-549-3800 ext. 120



Regional Vice President Expense Report

<i>Receipts Required for All Reimbursable Expenses</i>				
Name:			Date:	
Mailing Address:				
Travel Dates:			Trip to (Name of Post):	
Purpose Of Trip: <input type="checkbox"/> Officer installation <input type="checkbox"/> IGE event <input type="checkbox"/> Industry Day <input type="checkbox"/> Small Business event <input type="checkbox"/> Social/Holiday event <input type="checkbox"/> Other _____				
EXPENSES	DESCRIPTION	Amount	Account	Project Code
Air Travel			5510	490
Lodging			5510	490
Economy Rental Car and Gas			5510	490
Postal Leaders Lunch or Dinner			5510	490
Member Recognition			5510	490
Privately Owned Vehicle \$0.53.5 cents per mile outside your local area (50 miles+)			5510	490
TOTAL EXPENSES				

ADDITIONAL NOTES:

In what capacity did you meet with the Post BOD? _____

What topics/issues were discussed? _____

Outcomes from the visit: _____

What, if any follow up or assistance does the Post require from the RVP and/or National Office? _____

Allowable Expenses Include: Airfare, lodging, economy rental car (including gas), hosted meal with Post Leaders and Member Recognition which can include a Gift Card or other gift not to exceed \$50.00. If using a privately owned vehicle to travel outside the local area (50 miles), SAME will reimburse for mileage at the 2019 IRS Standard Mileage rate of \$0.53.5 per mile. Provide Map route directions to support mileage. Airfare will be reimbursed for only economy fare and at a price purchased at least 14-days in advance of travel. Expense form with receipts must be submitted within 30 days of travel. Submit receipts and expense report to SAME National Office, Jill Murphy: jmurphy@same.org

I request reimbursement for these travel expenses to support post operations in my region.

RVP Signature Date

Authorization by Jill Murphy Date