

**SPECIAL OPERATIONS ASSOCIATION
STANDARD OPERATING PROCEDURE**

ANNEX Y

INFORMATION TECHNOLOGY 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) Information Technology (IT) 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).
- C. **COMPOSITION.** The Chairman of the IT Committee will be appointed by and serve at the pleasure of the President and Board of Directors (BOD), SOA.

II. COMMITTEE STATEMENT OF PURPOSE.

The IT Committee will serve to assist and enhance the Electronic Media requirements of all pertinent SOA Committees or Agents through the coordination of efforts and centralization of resources. The IT Committee will also be tasked with the development and implementation of new systems and procedures to modernize or better utilize emerging technologies for the benefit of the Association and its Members.

III. DUTIES OF THE CHAIRMAN OF THE IT COMMITTEE

The Chairman will be responsible for convening Committee meetings, mediating the Committee Members' discussions and submitting their proposals to the Board of Directors (BOD) for review or approval as required.

IV. DUTIES OF THE IT COMMITTEE

- A. **WEB SITE.** The Committee shall research and develop procedures to maintain and methodologies to improve the SOA Website. Content review and routine maintenance will be conducted by the SOA Webmaster as required. IT Committee-proposed major website modifications or improvements requiring fiscal oversight and BOD approval shall be performed internally or by Contracted Vendors as communicated through the Web Manager, Webmaster or other authorized official.
- B. **SOCIAL MEDIA OUTLETS.** The Committee, with assistance from all pertinent SOA Committee Chairmen and Special Staff, will research and select Social Media Outlets for the purpose of developing effective public relations and assisting recruitment efforts. The Web Manager or other designated members will be tasked with maintenance and implementation following BOD approval.
- C. **VIRTUAL MEETINGS AND PRESENTATIONS.** In concert with pertinent SOA Committees the IT Committee will select appropriate electronic media to schedule, prepare and conduct Virtual Meetings and Presentations to further the interests of our members.
- D. **DIGITAL ARCHIVING.** The IT Committee will assist the SOA Archivist in the digitization and storage of SOA files and records.
- E. **VIDEO HISTORY.** The IT Committee shall provide support to the Video History Project in the recording, preservation and display of our SOA Member Histories.

V. FINANCIAL PROCEDURES

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

VI. 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

Approved by the SOA Board of Directors: January 21, 2021