

SPECIAL OPERATIONS ASSOCIATION
STANDARD OPERATING PROCEDURE
ANNEX A
VICE PRESIDENT

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) Vice President (VP).

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).

II. DUTIES

A. GENERAL. The VP will perform duties outlined for him in the SOA By-Laws and as directed by the SOA President. He will perform duties of the President in the absence or incapacitation of the President.

B. By-Laws.

1. In coordination with the Chairman of the SOA By-Laws Committee, oversee activities of the By-Laws Committee.
2. Ensure SOA By-Laws are reviewed by the By-Laws Committee Chairman annually to determine whether any revisions are required. If so, ensure such revisions are accomplished.
3. Receive recommendations for proposed changes to SOA By-Laws from the By-Laws Committee, members of the Board of Directors (BOD), and/or SOA members. Ensure that recommendations from sources other than the By-Laws Committee are reviewed by the By-Laws Committee before presentation to the BOD for consideration.
4. Ensure any revisions approved by the BOD are presented to the annual General Membership meeting for approval, modification or rejection.
5. Ensure all Bylaw revisions approved by the General Membership are incorporated by the By-Laws Committee and published by the Secretary, SOA.

C. SOA STANDARD OPERATING PROCEDURE.

1. Review the master SOP annually to determine if revision is required. If so, recommend such revisions to the BOD for approval, modification or rejection.
2. Ensure that each Annex proponent, such as Committee Chairmen, conducts a review of the annex for which they are responsible, both annually and whenever an annex "owner" changes. If revisions are not recommended, the annex "owner" shall report, "Review completed, no revisions recommended" through the VP to the BOD. If revisions are recommended, the annex "owner" shall submit recommended changes to the VP for staffing and submission to the BOD for approval, modification or rejection.

3. Revisions to the SOP or any annex which are approved by the BOD will be signed and dated by the VP, then provided to the Secretary for publication.

III. SOAR-RELATED DUTIES

A. Banquet Color Guard

1. Ninety days before SOAR, request color guard for the banquet by contacting the Nellis Air Force Base Honor Guard by email at 99svs.svmmh@us.af.mil. Submit request form found on their website. Google "Honor Guard Request Form Nellis AFB" for the blank form. Copies of previous requests are available from the Vice President.
2. The VP will be called by the leader of the color guard, probably the day of SOAR, to coordinate the event. Confirm at what door they will arrive. Borrow a cart from hotel concierge for color guard's use and meet them with the cart. Arrange for use of the BOD conference room for the color guard to change, lock up weapons during the meal, etc.
3. Obtain six registration gifts as "thank you" gifts for the four members of the color guard and ask the team leader to present one gift each to the OIC and NCOIC of their unit.
4. Arrange banquet seating for the color guard.
5. At time of change of Vice Presidents, a digital copy of previous requests will be provided to successor Vice Presidents and the Secretary.

B. SOAR Duty Officer

1. Not less than 60 days before SOAR, complete the SOAR Board of Directors (BOD) Duty Roster. Each member of the BOD will stand a shift, except for the President, Treasurer and Secretary whose other SOAR-related workload volumes merit exemptions. A member of the BOD must be in charge of the Security and Late Registration desk for two evening shifts Monday through Wednesday: 1700-2030 hrs and 2030-2400. Security of the Hospitality Room and overnight access for late arrivals are principle duties of the duty officer.
2. At time of change of Vice Presidents, a digital copy of previous rosters will be provided to successor Vice Presidents and the Secretary.

C. Facilities Requests

If the VP is responsible for any seminars or events, a facilities request for each event must be submitted to the Reunion Chairman. Typical subjects to be covered include: number of expected attendees for seating, layout of the room, audiovisual requirements, need for a dais or lectern, etc.

IV. EFFECTIVE DATE. The SOA SOP and annexes to the SOA SOP will become effective upon 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: August 18, 2022