

SPECIAL OPERATIONS ASSOCIATION
STANDARD OPERATING PROCEDURE

COMPUTER SYSTEMS ADMINISTRATOR

ANNEX R

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) Systems Administrator. Nothing in this annex or these procedures is applicable to banking or other financial information, processes, or procedures

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).

C. COMPOSITION

The SOA Systems Administrator will be appointed by the President of the SOA, approved by the SOA Board of Directors and will serve as the chair the Systems Coordinator Committee.

II. DUTIES AND RESPONSIBILITIES

A. RESPONSIBILITIES

Maintain oversight of the SOA Membership and Registration computer systems and software to ensure data collected is valid and trustworthy.

B. DUTIES – Will include, but not limited to:

- Conducts an annual review of computers, software and equipment used in the collection of SOA data to ensure systems are up to date and in working order and recommend replacements when needed.
- Collect and review membership/reunion data to identify trends.
- Assist BOD and Special Staff prepare reports.

III. PROCEDURES

- A. Questions/Clarifications regarding systems procedures should be addressed to the Systems Administrator, SOA.

IV. EFFECTIVE DATE. This annex to the SOA SOP will become effective upon the approval of the Board of Directors and the dated signature of the Vice President of the SOA.

Approved by the Board of Directors on February 17, 2022.

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

MICHAEL E. TAYLOR
Vice President
Special Operations Association