

SPECIAL OPERATIONS ASSOCIATION

STANDARD OPERATING PROCEDURE ANNEX B

SECRETARY

I. GENERAL.

A. **PURPOSE:** This Standard Operating Procedure (SOP) annex is to standardize routine recurring operational and administrative procedures conducted by the Secretary, Special Operations Association (SOA).

B. **CONFORMITY.** This annex and all actions taken to implement its directives will conform to the 2016 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).

II. DUTIES OF THE SECRETARY.

A. Shall assume the duties of the President in the absence of the President and the Vice President.

B. In concert with the President, shall conduct official correspondence on behalf of the SOA.

C. Maintains the SOA Seal and Minutes Book.

D. Shall give notice of meetings.

E. Shall perform the duties generally performed by a secretary of an association and as prescribed by the President and the BOD.

F. Assures that minutes of all SOA meetings are recorded, appropriately approved, and distributed as directed by the SOA Board of Directors.

G. Acts as SOA website liaison with the website administrator insofar as his duties are concerned.

H. Acts as the moderator/facilitator for online video conference meetings.

I. Assures that the Articles of Incorporation are maintained in effect and updated as required.

J. Prepares and distributes agendas for all meetings in a timely manner.

K. Unless assigned to someone else by the President, prepares the AAR and PRP for publication and assures all proper procedure announcements are included in a timely manner, and works with the Planning and Budget Committee on publication costs.

L. Responsible for submitting Business License Exemptions; Annual List of Officers and Directors; Registered Agent Forms; and Charitable Solicitation Registration Statements to the state of Nevada (www.nvsilverflume.gov) and the state of Texas (<https://clients.rapidregisteredagent.com/login.php#ra/dashboard.php>). Works with the Treasurer to pay appropriate fees to each state.

M. Maintains the bronze medallions for the MG/R John K. Singlaub Jedburgh Award. Coordinates with the USASOC G1 to ensure USASOC has a blank plaque for awarding at the annual Red and Black Ball for the award winner. Coordinates for an SOA official to attend the Ball and present the award on behalf of the SOA in conjunction with the USASOC Commanding General (USASOC G1, Actions Branch Chief, commercial 910-432-6805).

III. EFFECTIVE DATE. This Annex 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 approved by the Board of Directors: January 20, 2022

