



Northern Virginia Post Operations Manual

April 2021

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Introduction

This publication provides the Northern Virginia Post Board of Directors policies and procedures. This is the seventh publication, the first being in 2006, which compiles the various Post documents, policies, processes and procedures.

A “living” document it should be reviewed often and updated annually. The **Board of Directors** will be furnished an electronic version for their files and the “original” will be maintained by Jim Donahue and posted on the Northern Virginia Post Website under Administration.

The Post Secretary is responsible for the maintenance of the **Post Operations Manual**. The Assistant Secretary will provide assistance as required. (Also, see **Secretary and Assistant Secretary**).

The Society's **Post Operations Manual** located on the National website shall be used as the primary reference.

Board of Directors

Annex A is the 2018 – 2019 Board of Directors. It includes all elected (“E”) and appointed (“A”) Post Officers and Directors. (<https://www.same.org/Get-Connected/Find-a-Post/NOVA/Post-Officers>)

The Board of Directors shall meet monthly, preferably immediately preceding the Post Meeting Luncheon. At times it may be conducted via telephone conference, generally the day prior to the monthly luncheon meeting. The **Post President** will chair the meeting using a prepared agenda. The **Post Secretary** is responsible for preparing the Agenda and the Board Minutes after review and approval by the President. The Post Secretary will then distribute electronic copies to each Board member within one week following the Board meeting.

The First Vice President's and Second Vice President's main responsibilities are described on page 3 and involves the Post and National Awards Programs and the Post Responsibilities Matrix, a very important document.

Senior Leadership

President

The President is responsible for general supervision of Post affairs and shall preside over Post meetings. The President is elected during an annual election, normally held in June or July by electronic ballot. However, the President may serve more than a one-year term. At times a two-year term may be necessary since it often is difficult for a President to learn the position and make a difference in one year.

The President is responsible for the general supervision of Post affairs and shall preside over Post meetings.

1st Vice President

The 1st Vice President is an elected position and will preside over Board meetings in the absence of the President. The Post has a succession plan in which case the 1st Vice President normally will be the President the following year. The 1st Vice President will oversee the **Post Streamer Awards Program** and draft the Streamer Award Submissions each year, beginning no later than **December 1**. All criteria are listed under the four Streamer Awards: Leadership and Mentoring; Professional Development and Personal Growth; Relationships; and Resilience. Refer to the National Website at: <https://www.same.org/streamers>.

2nd Vice President

The 2nd Vice President also is an elected position. The succession plan allows for the 2nd Vice President to move up to 1st Vice President the following year and then President two years hence. The 2nd Vice President is responsible for the maintenance of the **Post Responsibilities Matrix**. The Matrix is updated on a monthly basis and is the **“operational”** document used at the monthly Board of Directors meetings

and found at the Administrative section of the Post's website <https://www.same.org/Get-Connected/Find-a-Post/NOVA/About-the-Post/Administration>. It is **THE** key document to maintain progress with a focus to achieve the Strategic Plan on schedule and to ensure that the Post will compete favorably to win the: Post Streamer Awards; Membership Award; Distinguished Post; and be considered for the Top (Large) Post Award.

Chair, Fellows and Past Post Presidents Group:

The Fellows and Past Post Presidents is an ad hoc group to augment and support Post operations. It provides Post leadership experience and serves as an advisory to the Board of Directors. The Chair is also responsible for chairing the Post Nomination Committee. Members of the ad hoc group are available to serve on Post committees, such as the Post Awards, Scholarships, Engineering Camps and Programs Committees as needed.

Bylaws

Annex B is the Northern Virginia Post Bylaws, similarly is a “living” document approved by the Board of *Directors* and SAME National in 2019. The Post President is responsible for including the Bylaws as an agenda item at **one** of the Board meetings each year. Changes and updates may be needed, discussed, vetted and voted upon. The Post Secretary shall update the Bylaws accordingly and forward the updated version to Society National for approval and recordkeeping purposes.

Strategic Plan

The Northern Virginia **Post Strategic Plan** is in “lock-step” with the SAME National 5-Year (2020) Strategic Plan. It should be updated biennially. The 2nd Vice President is responsible for updating the plan, which is “lock-step” with the SAME National 5-Year (2020) Strategic Plan.

Post Responsibilities Matrix

The Northern Virginia **Post Responsibilities Matrix** is an operational document and used at each Board of Directors meetings. It describes, in detail, each Board member's responsibilities and ownership to achieve the **Strategic Plan**. The Matrix is located at Annex C but is too large a document to include in this Manual. It can be found on the Post Web site under Administration at:

https://www.same.org/Portals/0/posts/nova/documents/B_NOVA%202018%20Reponsibilities%20Matrix%2010%2029%202018.pdf?ver=2018-11-05-060746-650

Post Elections

Policy. Post elections are conducted each year. The newly elected and appointed officers and directors will be announced following completion of the election in July and they will be installed at the August Post meeting. The Regional Vice President, Deputy Regional Vice President, or, in their absence, the outgoing Post President, will induct the new Board of Directors and Post President.

Post Nominations Committee. The Chair, Post Presidents and Fellows Group will chair the Nominating Committee. It will be comprised of senior leadership and other committee members, in March/April each year to review incoming Post Board of Directors and candidates for election or appointment for the new Board of Directors, which will assume office in August.

Ballots. The Post Secretary prepares the ballot for Post-wide email distribution during June. The ballot consists of five positions. The Post Secretary, prior to the August meeting tabulates the electronic polling results. Also, a printed ballot is made available to all members attending the July luncheon and voted upon in mass by a show of hands. Immediately following the July meeting, the Post Secretary will tally the votes for a final count and authentication of the election.

Financial

Post Treasurer

The Post Treasurer is an elected official. The Treasurer is responsible for signing checks. The alternate signatory is the President. The Treasurer must obtain the President's or Board's approval prior to obligating the Post to financial obligations. Normally, checks over a specified amount should be co-signed by the Treasurer and another Board member. (See additional guidance in the Society's **Financial Guidelines Chapter**).

The Treasurer works under the purview of the President, is the Comptroller and responsible for overseeing all Post financial matters including, but not limited to: collecting cash and checks at the monthly meetings; collecting checks for dues rebates from SAME National; collecting income derived from the Annual Scholarship Golf Outing and Small Business Conference; depositing all cash, checks and proceeds in either the Post Operations Account or the Post Education and Mentoring Fund Account. The Treasurer is responsible for paying all Post invoices including the monthly luncheon charges, and merchandise purchased. The Treasurer will also prepare checks for the Annual Scholarship recipients and mail them to the colleges or universities attended by the recipients. The Post Treasurer also maintains and checks the Post Mailbox located at the Main Post Office, Fort Belvoir.

Post Dues rebates from National are paid as follows: IM Dues paid twice a year and SM Dues paid four times a year (typically IM Dues paid out February and July, SM Dues paid out February, May, August, November).

The Treasurer prepares the financial records for the annual audit. Also, the Treasurer prepares and files the annual tax return due to the IRS by May 15th.

Post Annual Report.

The Annual Report is an interactive Excel document required by National. The report is prepared by the Post Treasurer, with assistance from the Assistant Treasurer and Post Secretary, reviewed and approved by the President filed **no later than March 31st**.

https://www.same.org/Portals/0/same.org/inside_pages/documents/connected/post_knowledgecenter/postleaders/2018PostAnnualReport_TEMPLATE.pdf?ver=2018-12-14-091415-853.

The primary use is to report the financial data from the previous calendar year (Jan. 1– Dec. 31). Failure to submit the Annual Report on time could result in National withholding the quarterly dues rebate checks. Consult the instructions on the SAME National Web site or review the previous Annual Report for guidance.

Audit

The Post accounts require an annual audit. This is important for both the outgoing and incoming Post Presidents and Treasurers. It provides a confirmation that all income, disbursements and expenses have

been accounted for during the prior year. See *Post Financial Guidelines*: <https://www.same.org/post-resource-center>.

The Annual Audit should follow the Society's prescribed *Sample Post Audit Report*. See: https://www.same.org/Portals/0/same.org/inside_pages/documents/connected/post_knowledgecenter/SampleAudit.pdf?ver=2017-06-08-073922-123 .

Ideally the audit should be completed NLT 15 March each year, prior to the *Post Annual Report* being prepared. (Ref: <https://www.surveymonkey.com/r/2020PostAnnualReport>).

It will ensure the Post Board of Directors that the financial records are correct. Audit irregularities discovered should be immediately become known to the Post President. If necessary the Post President should convene an investigation, conducted by senior Post officers assigned by the President. If the results suggest a serious mismanagement of accounts or perhaps embezzlement may have occurred, it should be reported to the Society Senior Accountant, Finance and Accounting Department for appropriate action, such as Post legal proceedings required.

Audit Committee

The Post Audit Committee will consist of the Directors at Large. The Post President will designate a Director at Large to be the Audit Committee Chairperson at the January Post BoD meeting. The Chairperson should select one or two other Directors at Large to conduct the audit. The Post Treasurer will provide the committee with the last audit and all financial records since the last audit was conducted by 15 February each year. The Committee Chairperson and members should be rotated each year on an equitable basis. One of the members of the previous Audit Committee should serve again on the Audit Committee to provide continuity and assist in the process.

Tax Return

As a non-profit organization IRS Tax Filing is required. The Post Treasurer will prepare, and the President will certify and sign, Form 990 with the IRS. The specific Form 990 will depend upon the Post's gross receipts. If the average gross receipt for the prior three years is \$25,000 or less will file Form 990-N (known as the e-Postcard covering the prior tax year). If the Post has a higher annual gross receipts file Form 990 or Form 990-EZ as required for their circumstances by the IRS regulations. SAME encourages Posts to consult with a professional tax advisor as they address their IRS filing requirements. The **group exemption number is 1278** and is reported on IRS Form 990.

If the Post has a separately incorporated fund, such as the E&M fund or Foundation, a Financial Report is required using the fund bank account numbers and EIN. The order of some information, and type of information requested, is subject to change. Please review the entire form before submission, to ensure accuracy.

IRS Forms and Online Resources: Guidance and Forms: www.irs.gov/eo **Form 990 online library** **IRS Determination Letter** [PDF]. This is the National Tax Exemption Certificate, also known as the IRS Determination Letter.

Administration

Post Secretary

The Post Secretary is an elected official. The Secretary works directly for the Post President and is responsible for overseeing all Post administrative matters including, but not limited to: attending the Post Board of Directors meetings; collaborating with the Post President to establish and distribute the meeting agendas; maintaining records of the Board meetings including drafting the minutes for the President's approval and distributing them to the Board of Directors prior to the subsequent meeting. The Post Secretary is responsible for maintaining the Post correspondence and records, sending out notices of meetings, recording the proceedings of all Board and membership meetings and maintaining a record copy of the Streamer and National Awards submissions. The Secretary is also responsible for submitting the Change of Post Officer Report to SAME within 30 days after the change in Post leadership. <https://www.same.org/Online-Forms/Change-of-Post-Officers-Report>

The Post Secretary is also responsible for the maintenance of the **Post Operations Manual**. The Assistant Post Secretary will provide assistance, as required. The Post Secretary is responsible for the badges at the Post luncheon meetings. Purchase of badges are reimbursable from the Post Treasurer.

Assistant Secretary

The Assistant Secretary works for and with the Secretary to assist in the tasks listed above. The Assistant Secretary will act as the Secretary when the Secretary cannot attend the Board of Directors and Post luncheon meetings. The Assistant Secretary will acquire adequate experience to move up to the Secretary position when required.

Audits

The Post accounts require an annual audit. This is important for both the outgoing and incoming Post Presidents and Treasurers. It provides a confirmation that all income, disbursements and expenses have been accounted for during the prior year. See **Post Financial Guidelines**: <https://www.same.org/post-resource-center>.

The Annual Audit should follow the Society's prescribed **Sample Post Audit Report**. See: https://www.same.org/Portals/0/same.org/inside_pages/documents/connected/post_knowledgecenter/SampleAudit.pdf?ver=2017-06-08-073922-123 .

Ideally the audit should be completed NLT 15 March each year, prior to the **Post Annual Report** being prepared. (Ref: <https://www.surveymonkey.com/r/2020PostAnnualReport>).

It will ensure the Post Board of Directors that the financial records are correct. Audit irregularities discovered should be immediately become known to the Post President. If necessary the Post President should convene an investigation, conducted by senior Post officers assigned by the President. If the results suggest a serious mismanagement of accounts or perhaps embezzlement may have occurred, it should be reported to the Society Senior Accountant, Finance and Accounting Department for appropriate action, such as Post legal proceedings required.

Membership

Membership is vital to the support and health of the Post. The Membership Committee should consist of at least two people, one to oversee **Individual Membership** and another to oversee **Sustaining Membership**.

Annex F is the Northern Virginia Post's Membership Best Practices.

The Society Post Rosters are downloaded by use of the new Membership Post Rosters (formerly CLAS). Login with your same credentials here: <https://www.same.org/Member-Account> You will find Post Rosters on the right lower side of the page.

They should be utilized each month to remain abreast of the current membership, those who recently joined (New Member Roster), and those who recently dropped (Drop Rosters). One of the Membership Committee Co-Chairs shall maintain the Post Membership Statistics on Excel spreadsheets and distribute them each month at the Board Meeting. The Membership Committee shall be proactive in retaining members as well as recruiting new members. The entire Board of Directors assists them, as necessary or as requested. Members and Sustaining Members that have recently been dropped, or will be dropped by the end of the month, shall be contacted by phone and email and notified of their status and be encouraged to renew on-line at www.same.org.

The Membership Committee will provide the Post President with details on who are new Individual and Sustaining Member companies. The Post President will recognize and welcome new members and new Sustaining Members each month by email.

Programs

Programs are a very important aspect of the Post. The **Programs Committee** must plan a wide variety of programs to satisfy the Post Streamer requirements so the Post will qualify for selection as a Distinguished Post every year. Ideally programs should be scheduled at least three months in advance, preferably six months, and the speakers, and back-up speakers, invited and confirmed. Also, the **Post Strategic Plan** should be used to insure all committee assignments are planned and accomplished. The speaker(s) should be presented with a **Post Coin, if available**.

The Professional Development Director will award Professional Development Hours (PDHs) to attendees who request them. (See the chapter addressing PDHs).

Sponsors

The Sponsors Director is responsible for administering the program. The participating Sustaining Member companies will each provide a \$200 sponsorship, payable to the Northern Virginia Post. Sponsors will be provided the opportunity to market their services and products by exhibiting and marketing materials in the meeting room or in the hallway immediately adjacent to the registration table. Business development and/or marketing personnel usually attend and exhibit during the social period, from 11:30 a.m. – 12:00 p.m., immediately preceding the meeting. During the administration or business portion of the meeting the Sponsors will be provided 2 minutes each to address the company's attributes and capabilities.

Communications

Good communications are essential and vital for the Post to remain current and robust. *Four* means of are employed. *The Webmaster, Secretary, and Post President maintain a list of access for all forms of communications and should be provided to the incoming officers at the transition of offices.*

Post Website. The Post Website is found at www.same.org/nova. SAME National hosts our Website, which is attractive and informative. The Post Webmaster and Assistant Webmaster are very knowledgeable and professional appointed positions and update the site on a regular basis. The website contains valuable information including: Post Board of Directors; meeting schedule; previous months' presentations; photographs of meeting events; Scholarship information; K-12 Outreach Program, including Engineering and Construction Camps information; Streamer Awards; Sustaining Members; Golf Outings; Bylaws; Post Operations Manual; George Mason University (GMU) Student Chapter, Newsletters and recent developments. The Flickr account maintains images. https://www.flickr.com/photos/nova_same/albums/

Eventbrite Registration. The Post uses Eventbrite (<https://www.eventbrite.com/>) to manage registration for meetings and events. The Webmaster or Programs Committee Chair is responsible for the posting. The site is cross-linked with the Post Website for easy access. The Treasurer also has access to the software. Eventbrite fees and services include direct deposit into our bank account within five days of an event closing. The Post should evaluate annually whether we should continue with this firm or choose another provider.

Social Media. The Post has three main social media accounts. The Post Facebook is located at: <https://www.facebook.com/SAME.NoVA.fanpage>. The new location is at: (add link once page is up and running). The post has a twitter account, which has the handler of @SAME_NoVA and a linkedIN account for a standard group.

Email Communications. The Post has a Gmail account to provide access into multiple online platforms. As well, the post has a communication distributor for mass distribution of emails to all post members and subscribers.

Young Members

(to be developed by David Bevins)

Student Chapter

The Post oversees and supports the Society-sanctioned Student Chapter at George Mason University. The Post College Outreach Director/Mentor oversees the operation and support of the Student Chapter and informs Society National as the official Point of Contact for guidance purposes. The GMU Department of Civil, Environmental, and Infrastructure Engineering (CEIE) participates and supports the Student Chapter Program and assigns a Student Chapter Advisor.

Resilience Program

<https://www.same.org/Get-Connected/Find-a-Post/NOVA/About-the-Post/Emergency-Preparedness>

(To be developed by Phil Hicks)

Redraft.....

The Northern Virginia Post will maintain an active Infrastructure Program, Annex I. The committee should be active in the two TISP National Committees (see SAME Website: www.same.org for information) and one or more Committee members attend two TISP functions annually.

Redraft...

Education and Training programs will be held annually to include: education and training on homeland security, including anti-terrorism/force protection; education and training on Resilience for natural disasters.

The Post Resilience Plan is found at Appendix E.

K-12 Outreach Program

The Post has one of the Society's most robust K-12 Outreach Programs. It has a designated K-12 Outreach Director whose name and contact information is provided to SAME National for guidance and contact purposes.

High School Outreach Programs includes:

- Langley High School, McLean, VA: Provide Science Fair judges for the Annual Science Fair and judges for the Northern Virginia Regional Science Olympiad.
- Thomas Jefferson High School for Science and Technology, Alexandria, VA: Provide Science Fair judges for the Annual Science Fair and provide speakers for the annual "E-Day" program, held in conjunction with Engineer Week activities.
- West Potomac High School, Alexandria, VA: Provide Science Fair judges for the annual Science Fair and provide speakers at an Outreach Program for the Engineering Club.
- Paul VI High School, Fairfax, VA: Provide Science Fair judges for the Annual Diocese of Arlington Regional Science Fair.
- Chantilly High School, Chantilly, VA: Provide Science Fair judges for annual Science Fair and provide speakers for the annual STEM-H Expo.
- Centreville High School, Clifton, VA: Provide Science Fair judges for annual Science Fair.
- Marshall High School, McLean, VA: Provide Science Fair judges for annual Science Fair and provide speakers for the annual STEM events.
- Lake Braddock Secondary School, Burke, VA: Provide Science Fair Judges for annual Science Fair and provide speakers for STEM events.

The Post also supports other high schools, middle schools and elementary schools to the maximum extent possible when requested by school administrators to assist with STEM related presentations and events.

SAME Camps Program

<https://www.same.org/stemcamps>

The Post annually selects up to four outstanding high school rising sophomores, juniors or seniors to attend the Society's Camps Programs. They are held at the U.S. Air Force Academy (Colorado Springs, CO), the U.S. Marine Corps Base (Camp Lejeune, NC), the U.S. Army's Research & Development Center (Vicksburg, MS) and the U.S. Navy Seabees Camp (Port Hueneme, CA). The students are invited to present their experiences at the Post meeting dedicated to student recognition. Education & Mentoring Funds are used in conjunction with National Education & Mentoring Funds to defray the costs associated with travel to the camps. Questions about Camps?

(Contact Eddie Gonzalez egonzalez@same.org).

Recognition

All events are recognized and advertised at the various Post meetings and on the Post Website. Volunteers to support the activities are constantly sought from Post members and Sustaining Members. Support has been outstanding and enthusiastic each year.

MATHCOUNTS

The Post actively supports the annual MATHCOUNTS program. Fairfax County, Arlington County and the City of Alexandria have traditionally been the areas that the Post is involved for regional competitions. Volunteers are also solicited for the annual competition held in February. Approximately 40 schools register for the Northern Virginia Region competition each year. Volunteers are needed to help scoring tests and judging the oral Countdown Round competition. Coordination is with the Northern Region MATHCOUNTS coordinator, Mr. Donald R. Swygert, P.E.

Science, Technology, Engineering and Mathematics (STEM)

STEM support may be requested by Society National, neighboring Middle Atlantic Region Posts, government or private interest groups and will be arranged by the Post K-12 Outreach Director.

Education and Mentoring (E&M) Program & Funds

Background:

In 2018 the Post invested over \$100K in the Society's newly established Foundation. This will generate interest far greater than CDs. The Post also has a Certificate of Deposit (CD), which earns minimal interest. Signature authority for the Education and Mentoring Fund account will be vested in the Post President, Treasurer and Secretary.

Funds are obtained from membership dues (collected at SAME HQ and disbursed quarterly to the Post), the Annual Post Golf Outing, and the Annual Small Business Conference. When the Post hosts or co-hosts a Middle Atlantic Region **Joint Engineer Training Symposium (JETS)**, proceeds are used to supplement the E&M Program or investing in the Foundation.

The Post Golf Committee sponsors an annual golf outing consisting of sustaining members. It raises about \$5,000 - \$8,000. Similarly, the Annual Small Business Conference raises \$5,000 - \$8,000.

JETC, JETS, Post Leadership Workshops

The Board of Directors can approve the use of E&M Funds to pay for Post Young Members, Student Members, Non-Commissioned Officers, seniors of Post-supported high schools or other approved members to attend SAME JETC, JETS or Post Leadership Workshops on an "as-needed" basis.

Professional Development Training Costs

Additionally, the funds can be used to reimburse Post members for fees incurred by them to attend, and complete Continuing Education classes for which they have successfully obtained State Professional Registration Certification. (e.g., Fundamentals of Engineering, Professional Engineering and Architecture licenses).

Scholarships:

The Post uses the Operating Funds for awarding up to 5 annual scholarships, each up to \$2,000. These funds are maintained in a separate Scholarships Funds subaccount.

Eligibility: Post Members' children, GMU and UVA Student Members, Post-sponsored Engineering and Construction Camp (E&C) high school graduating seniors within the previous 3 years, and graduating seniors from high schools which the Post has an ongoing relationship with to mentor students and increase interest in STEM education. Included are: Thomas Jefferson High School for Science and Technology; Centreville High School; Chantilly High School; West Springfield High School; Langley High School; Marshall High School; Lake Braddock Secondary School and Paul VI Catholic High School. Students who have been accepted by a college or university and who plan to pursue architecture, engineering, or an engineering-related field of study may apply for scholarships. A special category for applicants to apply for a scholarship on a "needs-based" consideration is also included. The deadline for filing the applications will be around May 31st. The Post Scholarship Application is found at the Post Website <https://www.same.org/nova>.

Students are required to provide the Post Treasurer with the college or university student identification number so that the checks can be prepared and mailed directly to the institutions for defraying tuition fees.

Procedures: The Post Scholarship Director will appoint a committee of no fewer than three Fellows, officers and/or directors to meet when necessary to review the applications. No relatives of the student applicants can serve on the selection committee. Student scholarship applications will be reviewed and selected in May/June.

Scoring. The Post Scholarships Director shall be responsible for preparing a score sheet that each committee member will use to judge applicants. The students selected will be those who are most deserving and with the highest scores and who have shown a need for the funds.

During June the Scholarship Director will notify the students in writing selected for the scholarships. The students awarded scholarships and their parents will be recognized at the July or August Post meeting.

The Post Board of Directors should review the program at least every two years. Adjustments and changes may be made as required.

(This program should also be adjusted with the concept of providing money over a multi-year period and reevaluating each year if a recipient is in fact still in school and is maintaining some standard of grades set forth by the Post. This serves to provide an incentive to bring back scholarship recipients

annually to keep them engaged with SAME so they can understand the great value of the Society and eventually be a Student or Young Member.

Small Business Program

(Complete rewrite by Romano Dickerson; guidance from Jeannine Nelson)

Purpose:

The Small Business Committee will build a Small Business Database to put on the Post website. It will include a resource pool for Small and Large Businesses for teaming opportunities. Also, included will be a Company Profile, to include:

- Size Status
- Description
- Past Performance References
- Point of Contact
- Link to their company website

Tracking of the company success, to include:

- Matches made through the company the website.
- Posting of contract “wins.”

Conduct Quarterly Programs to include:

- Outreach and Matchmaking Sessions that includes a high-ranking speaker who could advocate the use of a small business and attract a Large and Small Business audience.
- Training, to include:
 - How to apply for and promote Mentor Protégé Programs
 - Project Management Professional (PMP) courses
 - Marketing 101
 - 8(a) Transitions
 - Large Business – business development advice
- Opportunities, to include: Small Business Conference (not to compete with Annual USACE SB Conference). Invite all military services. The program will be a joint program with the D.C. Post. Each year schedule a current topic, and recruit speakers, regarding areas of potential opportunities for small businesses.
- Recognition, to include: Posting contract wins to the website – recognize the Small Business that wins the most contracts annually or grows the most in the past year.

Program Introduction, to include:

- Email General Membership to solicit ideas for programs. Try to recruit a committee – Government officials would be ideal to gain participation.
- Small Business Advisory Link on Post website, listing Small Business Chairs as a SAME POC for advice on how to do business as a small business.

Awards and Recognition Program

(Also see Annex F)

Post Streamer Awards

The **1st Vice President** will oversee the Post Streamer Awards Program and draft the Streamer Award Submissions each year, beginning no later than December 1. All criteria are listed on the National Website.

The draft submissions will be “vetted” to appropriate Board members in January and the final nominations will be signed by the Post President and submitted electronically to SAME National no later than January 31st. National will notify the Post in March of the Streamer Awards they will receive at the National Joint Engineering and Training Conference (JETC). The President and other Post Officers or Directors attending the conference will be present at the Awards ceremony to receive the streamer awards. The Post President will announce to the members the results of the streamer awards and the awards will be placed on the Post Flag at the June Meeting.

The **2nd Vice President** will oversee and maintain the Program. The purpose is to recognize the Post members and Sustaining Members who provided outstanding support during the previous year.

A list of prior year recipients is found at Appendix G.

To facilitate nominations of Post award recipients for National awards, the award deadline is **October 1st**. Nominations should be submitted to the Post Awards chair no later than October 1st.

The President will appoint a Senior leader or Board officer to serve as the Committee Chair. The committee should consist of 3 or members, preferably comprised of Past Post Presidents and Fellows. The Committee will meet early in October, and select by **November 1st** which Young Member, Student Member, Post Member of the Year, Sustaining Members (one each for Large and Small Businesses) and Post Service Award Member should be recognized.

The Second Vice President will be responsible for coordinating with the Post award recipients for appropriate national award nominations. Post award recipients will be nominated and submitted to National by **January 31st**. The schedule will allow sufficient time for nominees to prepare strong packages for the national competition. For example: The Post Member of the Year normally will be nominated for the Gold Medal for Distinguished Service; the Young Member of the Year will be nominated for the National Young Member of the Year; the Student Member of the Year will be nominated for the Student Leadership Award; the Sustaining Member of the Year (Large Business) will be nominated for the J. W. Morris Sustaining Member Award (note: the company must nominate themselves for the national award and forward it directly to HQ); and the Sustaining Member of the Year (Small Business) will be nominated for the Robert B. Flowers Small Business Sustaining Member Award. Also, the Post Service Award member will be nominated for the Society's Post Service Award. Click on: <https://www.same.org/Be-Involved/Post-Service-Medal> . Other Post members can be recognized as appropriate and their nominations forwarded to National for competing with other National Awards such as the Post Leadership Award, Toulmin Medal, Tudor Medal, etc.

A table of the National Awards is at Appendix G

Award plaques will be presented to the recipients at the February or March meeting. The members will also be recognized on the Post Website, and the 2nd Vice President will be responsible for submitting a short article for publication by the Editor, **SAME's News**.

Post Responsibilities Matrix

This very important document describes each Board member's responsibilities and ownership to achieve the **Strategic Plan**. The document is updated by either the 2nd Vice President or Secretary on a monthly basis and is discussed at monthly Board of Directors meetings and posted in the Administrative section of the Post's website (www.same.org/nova).

It is **THE** key document to keep abreast of progress to achieve the Strategic Plan on schedule and to help insure the Post win the Post Streamer Awards, Membership Streamer Award, Distinguished Post, and be considered for the Top (Large) Post Award each year.

Professional Development Program

The Professional Development Director is responsible for the oversight of the program and will maintain records as evidence of members that were awarded PDH's. Official certificates signed by the Post President and the Professional Development Director, will be awarded to each attendee.

The Virginia State Code 18VAC10-20-683 Continuing Education Requirements for Renewal will be the primary guidance for awarding PDH's. Also, the Code of Maryland Regulations (COMAR) will be used as appropriate for guidance.

The Programs provide the opportunity to award Professional Development Hours (PDHs) to attendees. With the increased importance for Engineers, Architects, and Facilities Managers to remain current in their competencies and successfully renew their state licenses, the Post PDH's will be awarded to those who request them.

Professional Development Hours:

Awarding PDH's for appropriate Post, Regional (JETS) and National (JETC) activities are the primary means to support members. PDH is defined by the National Council of Examiners for Engineering and Surveying (NCEES) as a contact hour (nominal) of instruction or presentation. PDH's will be awarded if the program(s) described in the ***Guide to Continuing Professional Competency*** on the SAME National website are strictly followed. PDH's are awarded as follows:

- 1PDH = a minimum of 50 minutes for presentation and/or participation per hour
- .5 PDH = a minimum of 30 uninterrupted minutes for presentation and/or participation

Also, Post Technical Workshops of 2 to 4 hours can be scheduled prior to monthly meetings.

Continuing Education courses sponsored by SAME National is another means for awarding PDH's.

Webinars are another means of leveraging the ability of using the Internet to deliver PDH's.

The Northern Virginia and Washington Posts are exploring means to co-sponsor programs for awarding PDH's.

Past Post Presidents and Fellows Group

The group consists of Northern Virginia Past Post Presidents and Fellows. A Past Post President or Fellow shall serve as the Chair and serve as the Nominating Committee Chair. The group shall provide broad guidance for the Annual Post Awards Program, Post and Student Chapter activities, mentoring programs or opportunities and to the Post President and the Board of Directors.

Golf Committee

(to be developed by Jenny Bowers)

The Post Golf Committee sponsors an annual golf outing consisting of sustaining members. It raises about \$5,000 - \$8,000. Similarly the Annual Small Business Conference raises \$5,000 - \$8,000. George Mason University Student Members and college Student Members affiliated with the Post are eligible.

ANNEX A

Board of Officers & Directors

(See Post Website: <https://www.same.org/Get-Connected/Find-a-Post/NOVA/Post-Officers>)

ANNEX B

2020 – 2025 NORTHERN VIRGINIA POST BYLAWS

April 17, 2020

Article I

Seal, Insignia and Logo

1. The seal, insignia and logo of the Post shall be the same as established by The Society of American Military Engineers (SAME) National Board of Direction and published on SAME website.
2. Customized logos may be used only for special events in addition to the seal, insignia and logo established by SAME.

Article II

Governance

1. The name of the Post shall be the Northern Virginia Post, Society of American Military Engineers, hereafter referred to as the "Post."

2. The Post shall be governed by these Bylaws, consistent with the Constitution and Bylaws of SAME. In the event that these Bylaws are in conflict with SAME's Constitution or Bylaws, those of SAME shall govern.
3. The Post fully supports the policy of equal opportunity and will not discriminate or knowingly participate in any activity on the basis of race, color, religion, sexual orientation, or national origin. Likewise, the Post will take no official action that is, or appears to be, detrimental or discriminatory to any class or group of persons.
4. The Post policy is to adhere to the highest standards of ethical conduct in all activities. The Post fully supports and expects strict compliance by every member with all applicable laws and regulations in the conduct of business and professions. The Post recognizes that members who represent the government in matters affecting the economic interests of others hold special positions of public trust requiring them to observe the highest ethical standards. Accordingly, the Post supports the principle that strict impartiality must prevail in all business relationships involving the government.
5. If a Post officer or director exhibits unethical behavior the Board of Directors will review and discuss the alleged behavior and decide if and when the person shall be removed from the Board. The President will inform SAME National of the member's unethical behavior and removal action.

Article III

Membership

1. SAME Membership will be attained through application for National SAME membership and payment of National dues to SAME National. Transfer to this Post from another Post is accomplished through notification to SAME National. SAME National maintains the database of members and memberships.
2. Individual Members and Life Members may select up to three Posts at no additional charge and may change Post membership at any time. Students do not pay National Dues but can select up to two Posts when joining SAME.
3. Any member of the Post will be automatically dropped from the Post roster maintained by SAME National for failure to pay National dues as prescribed by SAME Bylaws.
4. Companies may become Sustaining Members of the Post by paying the appropriate dues to SAME National. When a company joins it is assigned a local Post, which is determined by either the company's desire or by zip code. Sustaining Member representatives become members of the Local Post by being designated by their company and submitting a completed application to SAME

National. The Company determines who shall be the representatives to the Post. Sustaining Member representatives have full benefits and voting rights of Individual Members.

5. Sustaining members can become members of additional Posts by paying dues for those additional Posts or paying dues for additional representatives over the 6 representatives allotted for existing Posts. However, if a company has failed to renew its National membership, they will be dropped from the Post rosters.

6. Public Agencies, Non-profit and Academic Institutions become members by paying the appropriate dues to SAME National. Public Agencies, Non-profit and Academic representatives become members of the Post if they are listed on the completed application submitted to SAME National by their Agency, Company or Institution. All representatives have full voting rights in the Post.

Article IV

Board of Directors

1. The Board of Directors shall be comprised of the Post Officers, Elected Directors, and the immediate Past President and up to 27 Appointed Directors, to provide an opportunity for all segments of the Post to be represented and to link the Post to National Communities of Interest, as appropriate. The term of office for an Elected Director shall be for one year. The Past President shall have a one-year term; the position will help provide continuity of Post leadership in a mentoring capacity. The term of office for Appointed Directors shall be one year with the option of remaining on the Board for one or several years. The incoming President selects individuals to be Appointed Directors, subject to the approval of the Board of Directors. Directors may be re-elected or reappointed for additional terms.

2. The Post shall hold elections annually such that the new and continuing Officers and Directors are normally installed in July or August, at a scheduled meeting.

3. Directors shall be assigned specific responsibilities to support the mission and goals of SAME by serving as a Post Committee Chair or Director or possibly champion of a special interest or element of SAME's Strategic Plan. Post should establish a Director for Young Members, and for Fellows. Elected and Appointed Directors shall have a vote on matters of Post business in the same manner as the officers.

4. The Board of Directors shall have power to fill vacancies of Elected and/or Appointed Director positions by appointment provided that Officers and Elected Directors so selected shall serve for the remainder of the term of the Director being replaced.

5. The Board of Directors shall meet regularly for the transaction of business. The President on his/her own initiative may call special meetings of the Board of Directors. Conduct of business utilizing teleconferencing is permitted. (See also Voting, Article XI)

6. The President recommends and the Board of Directors approves the establishment, disestablishment or continuance of Committees or Elected or Appointed Director positions. (See Committees, Article VI)

Article V

Officers

1. The Elected Post Officers are President, two Vice Presidents, Secretary, and Treasurer and shall be elected by the Post membership for a one-year term. Officers may be re-elected by the membership for additional terms. Officers are voting members of the Board of Directors. If there is more than one Vice President, the 1st Vice President will normally move up to be the President the following year. The 2nd Vice President will normally move up to 1st Vice President the following year and President in two years.

2. The President shall be responsible for the general supervision of Post affairs and shall preside at meetings. The President shall appoint Committee Chairs and have general supervision over all Post Committees. In the absence of the President, or in the case where the President cannot complete his/her term, the duties shall devolve to the 1st Vice President, or as voted upon by the Board of Directors.

3. The President shall preside at all meetings and shall sign all written contracts and obligations of the Post, with the concurrence of the Treasurer. The President shall obtain a legal review of all major contracts for which the Post could incur significant liability, and may request a review by SAME HQ National.

4. The President shall report to the Post membership at the Change in Post Officers meeting: (a) the status of affairs of the Post at a minimum addressing: (b) the financial and membership status of the Post; (c) a review of the Post's activities for the past year; and (d) and the Post's progress in achieving the goals and objectives of the Post and SAME Strategic Plans. (See Meetings and Activities, Article VIII).

5. The Secretary shall have charge of the correspondence and records of the Post. The Secretary shall: (a) give timely notices of all meetings to all members; (b) record the proceedings of all Board and membership meetings; and (c) maintain a record copy of the Streamer submissions. The President may appoint an Assistant Secretary to assist the Secretary with the duties of the office and to act as the

Secretary during the Secretary's absence. The Assistant Secretary will be the Elected Secretary the year the Secretary does not remain in the position.

6. The Treasurer shall be comptroller of the Post accounts and serve under the direction of the President. The Treasurer shall: (a) make collections and disbursements under the supervision of the President; (b) provide a financial report to the Board at regularly scheduled meetings (c) prepare and submit the proposed budget for the succeeding year; (d) file the Post Annual Report to National annually and no later than March 1st. The President may appoint an Assistant Treasurer to assist with the duties of the office and act as the Treasurer during the Treasurer's absence. The Assistant Treasurer will be the Elected Treasurer the year that the Treasurer does not remain in the position. The President will appoint an Audit Committee, comprised of at least three members, or by a private sector auditor, to review all financial records and bank accounts for the January 1st – December 31st period. The committee shall report the results at the February Board of Directors meeting. e) Prepare Form 990, for review and approval and signed by the Post President. It shall be forwarded to the IRS, copy to SAME National, by April 15th. (Ref: Post Operations Manual, Financial). (Also, see Finances, Article VII).

Article VI

Committees, Task Forces and Special Advisors

1. The Post may establish Post Operations and Post Mission Committees. (See Society

Bylaws, Article IX). The committees will be guided through the use of the:

- (a) Post Awards and Recognition
- (b) Post Strategic Plan (i.e., 5-year plan)
- (c) Post Matrix of Responsibilities (i.e., 1-year, current year plan)
- (d) Post Operations Manual
- (e) Post Engineering & Construction Camps
- (f) Scholarships
- (g) K-12 STEM Outreach
- (h) Investment
- (i) Membership
- (j) Resilience
- (k) Small Business

(l) Young Members

(m)

udit

2. Operations committees are those that support the President and Board of Directors in the operations of the Post. Standing operations committees may include but not limited to:

(a) Finances

(b) Audits

(c) Programs

3. Mission Committees are those that support SAME's Strategic Plan and assist the Post in accomplishing its goals, objectives, and satisfying National's Post Streamer Awards program. Standing Mission Committees include:

(a) Relationships (streamer requirements)

(b) Leadership & Mentoring (streamer requirements)

(c) Professional Development & Personal Growth (streamer requirements)

(d) Resilience (streamer requirements)

(e) Membership (streamer requirements)

4. Task Forces or temporary Committees may be established to achieve goals and implement objectives set forth in SAME's Strategic Plan at the recommendation of the President and with the approval of the Board of Directors. These committees should have Chairs and defined specific missions.

Article VII

Finances

1. The fiscal year of the Post shall begin on the first day of January.

2. The Post Treasurer submits an Annual Budget for approval to the Board prior to the beginning of the calendar year.

3. Board shall have an investment policy with specific investment objectives and should have the investment portfolio reviewed quarterly with Investment Advisors, National's Foundation, or an established Post Investment Committee.

4. The Post shall establish an Education & Mentoring Fund for scholarships and mentoring activities. It shall be administered to comply with National's guidance.

5. The Board may approve the use of Education & Mentoring funds for the President, Officers, Directors, a Non-Commissioned Officer (NCO), a Young Member or a Student Member to attend the Annual Joint Engineer Training Conference & Expo (JETC), SAME National Post Leaders Workshop (PLW) and/or the Region Engineering & Training Symposium (JETS).
6. Education & Mentoring Funds will be used to award scholarships for college bound or current college students with a documented major in architecture, engineering or engineering-related studies.
7. Education & Mentoring funds may be used to pay the entire cost of at least one high school student to attend each Air Force, Army, Navy or Marines Corps Engineering Summer Camps.
8. Post accounts may be audited annually or within 30 days of a change in Treasurer by an audit committee of three members appointed by the President.(Optional)
9. Upon dissolution of this Post, all assets will be forwarded to SAME National.

Article VIII

Meetings and Activities

1. Post meetings and technical, professional and social activities shall be developed and implemented to meet the goals and objectives set forth in SAME's Strategic Plan. Such activities shall be planned to achieve participation of all segments of the Post membership. Post Programs shall be scheduled at least 2, preferably 3 or more months in advance to obtain and get the commitment of key or expert speakers.
2. An annual meeting shall include a Post Awards Program to recognize outstanding individuals, committees and sustaining members. It may be combined with a scheduled meeting or held with the Annual Installation of Board. (Also, see Post Operations Manual for specific guidance and policies.).
3. The President or Board of Directors may call for a special meeting at any time to conduct important business, especially if deadlines are to be met. At least one week's notice of time and place and purpose of the meeting shall be given to the appropriate Board of Directors and only the business stated in the purpose for the call shall be transacted during the special meeting.
4. The Professional Development Director will track and administer Professional Development Hours (PDH) for members who participate in monthly meetings and other Post-sponsored events, such as Technical Workshops, provided the content satisfies the requirements of the Virginia Certification Board.

Article IX

Nominations and Elections

1. A Nominating Committee will be established each year. The Chair will normally be the Chair, Post Fellows (ad hoc) and develop a slate of officers and directors for each position, as specified in Articles IV and V, after obtaining input for such slate from the Board and/or the members.
2. The minimum qualification for a person to be nominated for the Board of Directors is to be a member in good standing of the Society and the Post.
3. A slate of Officers and Directors is presented to the Post membership at one of its announced meetings and voted upon by those members in attendance, provided that the slate was announced to the Post membership prior to the meeting and an opportunity provided for members to submit ballots electronically prior to the meeting for the purpose of the election, as determined by the Board of Directors. A quorum is not needed for the general elections. The results of the election shall be transmitted to the Regional Vice President and SAME National within 30 days. The Post President shall submit the Change in Post Officers Report to National, as required.
4. The Post Website will show the ballot for Officers and Directors at least a month prior to the election and solicit electronic votes. The election will occur at a designated meeting and votes will be taken and consolidated with the electronic ballots and maintained for record purposes to satisfy National's requirement for Post Elections. The results of the election shall be transmitted to the Regional Vice President and SAME HQ within 30 days following the election.
5. Following the election of Officers and Elected Directors, the new President may recommend additional Appointed Directors at any time during the year for approval of the Board of Directors.
6. The installation of the new Board of Directors shall be by the Region Vice President or Assistant Region Vice President or a designated Fellow and will occur at the meeting following the election and on the date of the beginning Installation of the elected and appointed Officers' and Directors. terms of office.

Article X

Communications

1. Post communications shall occur regularly using one or more of the following means:
 - (a) Presentations at meetings or activities
 - (b) Post Website

- (c) Facebook
- (d) Electronic mail
- (e) Internet or list serve distribution
- (f) News media
- (g) Printed materials
- (h) As appropriate by the Post Board of Officers and Directors

2. The Post shall regularly communicate the following via the Post Website:

- (a) List of current Officers, Directors and Committee Chairs with contact information
- (b) Activity announcements and registration information.
- (c) Post Programs or Webinars

3. Post Website. The Website shall be maintained regularly and include a list of Post Officers and Directors, their email addresses and telephone numbers. SAME National may assist in hosting the Website, as needed. The website will be linked to the Society's Website and comply with Society content and communication standards. The website will include, at a minimum:

- (a) List of current Post Officers and Directors with their email addresses and telephone numbers.
- (b) Calendar of events with at least one upcoming event slated to take place within the next 30- days.
- (c) "Join SAME" statement with link to SAME HQ website.

Article XI

Board of Directors Voting Procedures

1. Voting on an issue shall be conducted during a Board meeting and after discussion is complete and a motion to vote has been made and seconded. Voting can be conducted in person, by conference call, or electronically. In person and conference call votes will immediately follow the discussion. Electronic votes may be used:

- (a) For efficiency and timelines
- (b) Following an analysis of a discussion

2. Elected Officers, Directors and Appointed Directors are eligible to vote. Committee Chairs and Special Advisors are eligible to vote only if they also serve as a Post Officer or an Appointed or Elected Director. An individual is entitled to only one vote regardless of the number of positions or offices held at the Post.

3. The Board will conduct business at meetings or by conference calls. A motion must be passed by the majority of members present at the meeting or on conference calls. Also, the Post President, or presiding officer at the meeting, may call for an electronic vote by the entire Board, in which case a quorum of the entire Board is required to pass a motion. Votes taken will need a majority, or quorum of the Board of the Directors in attendance at the meeting or on conference calls. The Post President or presiding officer at the meeting may call for an electronic vote by the entire Board, in which case a majority, or quorum is required to pass a motion. The Post President should consider establishing a minimum quorum based upon the size of the Board of Directors.

Article XII

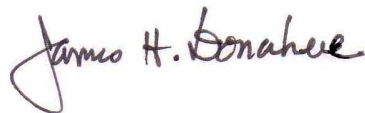
Cooperation with Other Organizations

To further Society goals and objectives, the Post may coordinate and cooperate with other societies and organizations toward the improvement of the professional status and standards of the engineering, architecture and related professions to foster engineering education and the knowledge of engineering and associated sciences. Only SAME National will sign formal agreements with national organizations; however, the Post President may sign agreements with State or local chapters.

Article XIII

Amendments and Revisions

Amendments and/or revisions to the Bylaws may be made and approved by a majority vote or quorum of the Board of Directors, shall announced to the Post membership via the Post Website. To the maximum extent possible the Post Strategic Goals & Objectives will mirror and be in “lock-step” with the National Strategic Plan, Goals & Objectives to ensure compliance with the Post Streamer Awards criterion.



Prepared:

James H. Donahue, P.E., F.SAME (Distinguished)

Professional Development Director, Chair, Post Fellows (Ad hoc)



Approved:

William H. Haight III, P.E., F.SAME

Post President

ANNEX C

Responsibilities Matrix

Formerly the Northern Virginia Post's Annual Tactical Plan is now the **Responsibilities Matrix**. It describes actions required by all Officers, Directors and Committee Chairs to fulfill the requirements to win the annual Post Streamer Awards with Distinction, win the Distinguished Post Award, and compete favorably for the Society's Top (Large) Post Award. The 2nd VP is responsible for maintain the Responsibilities Matrix.

ANNEX D

Post Membership Best Practices

Membership is vital to the support and health of the Post as well as the Society. Strong membership improves networking opportunities, information sharing, fellowship and resources which in turn improve Post programs and value to members.

Membership Committee

The Post should have a Membership Vice President or a Membership Committee which should consist of at least two people, one to oversee Individual Membership and another to oversee Sustaining Membership. The names of these individuals shall be provided to SAME HQ each year (normally by the Post President or Secretary) so that they will be authorized access to the monthly on-line Post Rosters; use <https://www.same.org/Online-Forms/Change-of-Post-Officers-Report>. If desired, the Post Membership Committee members should join the SAME National Membership Committee or any other Committee or Council (i.e. College Outreach or Young Member) related to membership subsets of high interest to the Post <https://www.same.org/Committees-Councils>. The SAME National Document Exchange site offers helpful ideas and best practices on recruitment, retention and membership <https://www.same.org/Document-Exchange?EntryId=29>.

Post Goal Setting

The Post should set goals related to membership at the beginning of each planning cycle. Society goals should be used as a guide for the Post goals. But each Post must look at its own opportunities and potential members to determine not only its goals but what integrated programs, events, and other activities should be used to promote those goals. Goals can be overall membership, sustaining membership, individual membership, public agency membership, student members, young members, Fellows, large companies, small companies, retention, new recruits, etc. Not every tool works for every type of member so setting goals and establishing action items must be done intentionally. For example, if increasing membership of small businesses is desired, programs and outreach should be planned and executed throughout the year so that you reach and provide benefit to that membership profile. A sound and holistic plan combining programs, events, outreach, communications, pricing, volunteer staffing and timing is the best way to improve membership.

Membership Tracking

Tracking membership is one of the most critical actions for improving membership numbers. Regular tracking alerts the Post Board to emerging trends, allowing them to take action in response to negative trends or to see the positive response to any program or action taken to improve membership. The Membership Committee shall be proactive in retaining members as well as recruiting new members. The entire Board of Directors assists them.

The Society Post Rosters are downloaded by use of the Society's new program. Login with your same credentials here: <https://www.same.org/Member-Account> You will find Post Rosters on the right lower side of the page.

Memberships available are the following links:

- [Download Full Member List](#)
- [Download Company and Agency List](#)
- [Download Student Member List](#)
- [Download Individual Members who have left your Post](#)
- [Download Individual Members who have Dropped their SAME Membership](#)

Member Types are:

- ACNP - Academic Institution or Non-Profit Agency
- AREP - Academic Institution Representative
- CIVG - Government Civilian (local, state or federal)
- IMV - Private Industry
- LIFAN - Life Member - Academic/Non-Profit
- LIFR - Life Member - Fully Retired
- LIFP - Life Member - Public Sector
- LIFV - Life Member - Private Industry
- NPREP - Non-Profit Agency Representative
- PAREP - Public Agency Representative
- RET - Fully Retired
- SAME - SAME Staff
- STU - Student
- STUHS - High School Student
- SREP - Sustaining Member (Company) Representative
- UNIF - Uniformed Service
- UNIFMS - Uniformed Service Military School
- YMGOV - Young Member Government
- YMV - Young Member Private Sector
- YSREP - Young Member Sustaining (Company) Representative

The rosters can be utilized each month to remain abreast of the current members, Student Members, those who recently dropped and those who have left. Members and Sustaining

Members that have recently been dropped, or will be dropped by the end of the month, shall be contacted by phone and email and notified of their status and be encouraged to renew on-line at www.same.org. Have information readily available about the Post value proposition and upcoming events to help entice them back. As seen in the table below, the rosters indicate the termination dates which alerts the membership committee to reach out to the effected member.

One of the Membership Committee Co-Chairs shall maintain the Post Membership Statistics on Excel spreadsheets and distribute them each month at the Board Meeting as seen in the example below.

		Total Membership				Public Agency		Sustaining Members & Public Agencies	Students
Report	Date	IM	Rep	Total	Bench Mark	Public	Bench Mark		
CLAS	30-Dec	630	438	1068	1042	322	301		
CLAS	5-Jan-16	632	439	1071	1035	324	327		
CLAS	1-Feb-16	641	425	1066	1035	328	327		
CLAS	2-Mar-16	647	430	1077	1035	334	327		
CLAS	5-Apr-16	650	439	1089	1035	335	327		
CLAS	3-May-16	667	430	1097	1035	345	327		
CLAS	1-Jun-16	588	416	1004	1035	305	327		
CLAS	4-Aug-16	606	434	1040	1035	313	327		
CLAS	1-Mar-17	664	420	1084	1035	336	327		
CLAS	6-Apr-17	665	429	1084	1035	342	327		
CLAS	4-May-17	662	434	1096	1035	343	327		
CLAS	1-Jun-17	614	434	1057	1035	315	327		
CLAS	5-Dec-17	655	505	1160	1035	?	327		
CLAS	6-Jan-18	652	507	1159	1035?	?	327	116	
CLAS	28-Jan-18	650	503	1153	---	---	---	118	
CLAS	3-Apr-18	644	511	1155	---	---	---	122	(33; UVA:6;GMU:12)
CLAS	2-May-18	651	502	1153	---	---	---	117	

The Bench Mark number is critical for the annual streamer. The number is established by SAME National around January 1st each year for each Post and indicates what number the Post will be measured against on December 31st of the same year. These numbers should be scrutinized closely against the Post rosters and any concerns must be brought to the attention of SAME National. In most years, the criteria for receiving the member streamer is to have no net loss in total membership for the Post. So sustaining or individual membership may go up or down, but as long as the total membership has not dropped the membership streamer is still earned. Student membership is not counted in the total membership number. As seen in the example table above, monthly totals can vary by several percent on any given month. Post numbers may be stable just above the bench mark all year, only to drop below the bench mark during December. For this reason, monthly tracking is necessary so that early action can be taken to not only meet the Post membership goals, but also to ensure there is an adequate cushion in the numbers on December 1st in case there is a drop during the month leaving no time to take corrective action.

Post Sustaining members are entitled to 6 Sustaining Member Representatives as part of their membership. The company can also select multiple memberships and Post affiliations. Often a few of these positions go unfilled. Check the sustaining member rosters at least quarterly and identify any vacant slots and then contact the Sustaining Member Primary Representative and invite them to fill those vacant slots.

Post Affiliation

SAME individual members are able to affiliate themselves with up to 3 different Posts. Remind attendees at Post events to affiliate with your Post and tell them how to do it by updating their profile or by contacting SAME, especially if the member is only affiliated with 1 or 2 Posts already. SAME members often select their Post affiliations in a limited geographic area. Once per year, work with the adjacent Posts to exchange the names and contact info of Post members that do not have all 3 Post affiliations filled and then contact those people asking them to add your Post.

Post affiliation is also related to retention since SAME members are not only affected by a lapse in membership, but are also affected by a change in jobs or locations. When the Post becomes aware of an impending departure of a member to another location, the Membership Committee Co-Chair should let the departing member know of which SAME Post will be local for them and contact the receiving Post of the incoming member. The departing member should be reminded of opportunities to affiliate with multiple Posts and ask the member to continue being affiliated with the current Post. When the Post is notified by another Post of a transferring member, it's critical to welcome the incoming member by phone or email and invite the member to the next Post event. SAME National may be able to identify address changes soon and to begin notifying departure and receiving Posts, but cannot do so currently.

Recruiting

Maintaining a healthy Post membership requires an active recruitment program with a variety of elements that promote joining the Post. And always remember, first impressions are critical, so do it very well. Helpful info can be found at the SAME Document Exchange Center Membership Recruitment as well as for New Member Orientation <https://www.same.org/Document-Exchange?EntryId=29>.

The Post website and any newsletter or other communication should have the weblink to the SAME National membership application prominently displayed. Business cards with SAME information including URL for SAME should be available for non-members to take with them or members to take and pass on to others. Whatever event signup tool is used should have the link to membership visible. Attendance fees for Post events should be scaled so that members get a discounted price compared to non-members to encourage joining the Society. The event signup tool should have a checkbox or other device asking if first time attendees (new members or non-members) would like to be greeted at the event by a Post Board member. Post Board members or SAME Fellows should be available near the check-in site of each event with name tags so that new attendees have the opportunity to introduce themselves and then be introduced to other attendees who have similar interests.

Recruiting activities can be more effective if they are performed in the places where the target audience can be found. Each Post should look to its local military bases and other agencies as a

potential source of public membership. SAME National has identified primary SAME Posts for each military base, though any Post can contact any base or agency as desired. A Board member should reach out to the organization's contracting office, small business rep, facilities engineering, construction office, engineering group command, transition office, or other appropriate offices in order to provide information about SAME, the Post, their value propositions and upcoming events. Strategic partners <https://www.same.org/Grow-Professionally/Strategic-Partnerships> that are active near the Posts should be contacted to identify opportunities to advertise each other's activities to their respective memberships or to offer discounts or to otherwise share insights about membership to their mutual benefit. As a link to Mentoring and College or K-12 Outreach, a number of activities are related to Membership. All attendees (and maybe applicants) to SAME Summer Camps are given Student Membership. College scholarship winners can be given Student membership. College graduates can be given one year individual memberships paid for by the Post. Career fairs, college fairs, job fairs, and various workshops (job search, interviewing, mentoring, etc.) can be participated in to promote future membership.

Membership Marketing Materials

Posts may submit requests for membership marketing materials, including member recruitment kits, giveaways such as pens and other promotional items, to the SAME Member Support Specialist, Stacy Smith: ssmith@same.org.

Recognition

New members and new Sustaining Members will be recognized each month. The Post Membership Committee Co-Charis must provide a list of the new members and contact info to the Post President and webmaster if not the whole Post Board of Directors. The Post President emails on a monthly basis each new member and new Sustaining Member welcoming them to the Society and the Post. Recognition can take the form of a notice on the Post website or newsletter or email notification to membership. Recognition can also be to allow new members a moment at a Post event to stand up and introduce themselves, feature slides or to provide table drops of company capabilities.

Current members should also receive recognition to express appreciation and provide value for their membership. The Post Recognition Program should run these activities but the Post Membership Committee should be involved. The Post website should list all sustaining member companies and if possible have a link to their website and POC information. A Sustaining Member or Individual Member of the month program would allow a selected member to highlight the company or individual at an event using a presentation or table drop or in the monthly newsletter or website. Plaques, coins, trophies, certificates or other recognition can also be distributed for members to display at their offices. The Post may establish annual awards for Individual Member of the Year, Large (or Small) Business of the Year, etc.

Awardees of annual awards should be encouraged as potential candidates for annual SAME national awards in the appropriate categories.

Example email to expired members:

[First Name],

Our records indicate that your [individual/sustaining] membership expired on [DATE]. We certainly hope that you will renew your firm's membership in the [Post Name]. You may contact the SAME National office 1 (member@same.org) to renew.

Regards,

[Post Leader Name]

SAME Northern Virginia Post Membership Committee Chairperson

[Contact Information]

Example email to soon to expire member:

Dear FIRST NAME,

I am writing on behalf of Society American Military Engineers ____ Post. Our records show that your [individual/sustaining] membership will be expiring soon and would like to see you continue your membership! [For sustaining member only: You may need to talk to your company's point of contact about your renewal.]

I would be happy to answer any questions about the Northern Virginia Post or help find the right person to ensure your membership is renewed.

We look forward to having you as a member again this year!

Thank you,

[Post Leader Name]

SAME Northern Virginia Post Membership Committee Chairperson

[Contact Information]

Example welcome aboard email:

Dear _____:

As Post President, I would like to take this opportunity to welcome you to the Society of American Military Engineers (SAME) – Northern Virginia (NoVA) Post. I am confident that you will find your membership in SAME and particularly your association with the Northern Virginia Post a stimulating and rewarding experience.

The Northern Virginia Post offers a number of networking and professional development opportunities throughout the year. Our monthly membership meetings are diverse and stimulating, and as a service to our members we offer Professional Development Hours (PDH) at nearly every meeting. These PDH credits have been accepted by licensing boards nationwide, and are a convenient and economical way to assist on maintaining licenses and certificates. The Northern Virginia Post also hosts a Small Business Conference, a scholarship golf tournament, and a B2B event every year. These events offer an excellent opportunity for networking.

The Northern Virginia Post web site is located at: www.same.org/nova. Our next monthly will be held on MM/DD/YY at TIME at LOCATION & ADDRESS. Our topic this meeting is TOPIC. More information on this meeting and other Post events can be found on the web site.

Also, on the Northern Virginia Post web site you will find contact information for all of the post officers and committee chairs. I encourage you to become active in the operations of the post. To get involved simply contact me or another post officer.

Again, welcome to the Northern Virginia Post, and I look forward to seeing you at future Post events.

[Post Leader Name]
SAME Northern Virginia Post President
[Contact Information]

ANNEX E

Resilience Program

(Update: to be completed by Phil Hicks)

ANNEX F

National Awards & Recognition Program



National Awards Revamp

For awards requiring nominations from the membership and presented at the Joint Engineer Training Conf.

Nomination Process: Online form with 750-word limit on write up nominee demonstrating outstanding and dedicated service.

Award	Responsible party	
AOF Gerald C. Brown Mentoring Award	Academy of Fellows	Eligibility: Candidate must be an active SAME member and Fellow. Nomination Criteria: Candidate must show contributions as an Advocate, Advisor, Communicator, Coach and Sponsor.
Bliss Educator of the Year Medal	Awards Committee	Eligibility: Full time educator of architecture, engineering or construction in a college, university or military engineer school that supports an SAME Student Chapter and who is a member of SAME. Nomination Criteria: Excellence in educating, mentoring and motivating students in the classroom and through the SAME Student Chapter.
Goethals Engineer of the Year Medal	Awards Committee	Eligibility: Registered engineer who has been a member of SAME for at least 5 years prior to nomination. Nomination Criteria: Eminent and notable contributions in engineering, design, or construction in the past five years.
J.W. Morris Sustaining Member Award - Large Company	Awards Committee	Firms that have demonstrated notable and eminent contributions in the field of engineering, architecture A Large Business is defined as having 2,500 or more employees <i>Is the company integrating sustainable practices into the business?</i> <i>Is the company using the best, most advanced technology available to do business better, faster, cheaper</i> Nomination Criteria: Awarded to a large sized company that best represents emergency response, disaster relief and national security
Post Service Medal		Eligibility: A member of the nominating Post for at least 5 years and has served on the Post BOD in some capacity during that time. Engage RVP support. Post Service Award for Small, Medium, and Large Posts individuals How the individual contributed to the success of the Post. The individual should have held positions of responsibility in the Post such as Secretary, Treasurer, or Committee Chair. Nomination Process: Nominations for this award must be made by the Post President. If a post already has an equivalent award and the criteria meets the nomination criteria then the post award info will be used in lieu of a new application.
Robert B. Flowers Small Business Award	Small Business Council	A small business is defined as 1-750 employees. <i>Is the company integrating sustainable practices into the business?</i> <i>Is the company using the best, most advanced technology available to do business better, faster, cheaper? Committee believes these company awards are not very relevant.</i> Nomination Criteria: Awarded to the small sized company that best represents emergency response, disaster relief and national security

Annex G - Post Awards

To facilitate nominations of Post award recipients for National awards, the Post award deadline is November 1st. Nominations should be submitted to the Post Awards chair no later than October 1st. The Post Awards chair will convene a selection committee with the intent of naming selected individuals by November 1st. Post award recipients will be nominated for national awards by the National deadline of January 31st. This schedule will allow sufficient time for nominees to prepare strong packages for the national competition.

Year ->	2012	2013	2014	2015	2016	2017	2018	2019
Award								
Member of Year	Jay Manik	Bill Kilpatrick	Jay Manik	Brandi Dennis	Joe Manous	Peter Mueller & Jeannine Nelson		
Student Leadership	Sean Lindenmuth, GMU	---	Leona M. (Roz) Roszkowski	Curtis Mason	Caroline Manik	Sophia Gull		
Young Member	Vanessa Arirguzo	Frankie Muniz	John Cardenas	Cynthia Gallo Lee	John Cardenas	Vanessa Arirguzo		
NCO	**	**	**	**	**	**	**	**
Post Service	Connie Myers	Jeannine Nelson	James Donahue	Bob Bevins	Linda McKnight	Jay Manik		
Post Mentoring						Bill Kilpatrick		

** No NCO was either recruited or "engaged" during the year

Sustaining Members of the Year		
Year	Large Firm	Small Firm
2009	ECS Mid-Atlantic	McDonough Bolyard Peck
2010	Jacobs	Wallace Technical Resources
2011	Dewberry	HP Environmental
2012	CDM Smith	AFG, Inc.
2013	URS	PMC Group
2014	Versar	AFG, Inc.
2015	AECOM	AFG, Inc.
2016	AECOM	Woods Peacock
2017	Jacobs	Woods Peacock
2018		
2019		