Operations Manual
For Communities of Interest (COI) Leadership

July 2023

The latest version of this document can be found at:
https://www.same.org/about-same/governance-policies/

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PURPOSE

This Operations Manual will provide Society of American Military Engineers (SAME) Communities of Interest (COIs) with SAME Board of Direction guidance and standards for operations and support. COIs are one of the national entities that serve SAME Regions, Posts and Members. The SAME national entities include the National Board of Direction and it's National Officers, the National Office, the SAME Foundation, and the Academy of Fellows. Their collective purpose is to:

- Support Regions, Posts, and Members
- Support the National Direction (Strategic Plan)
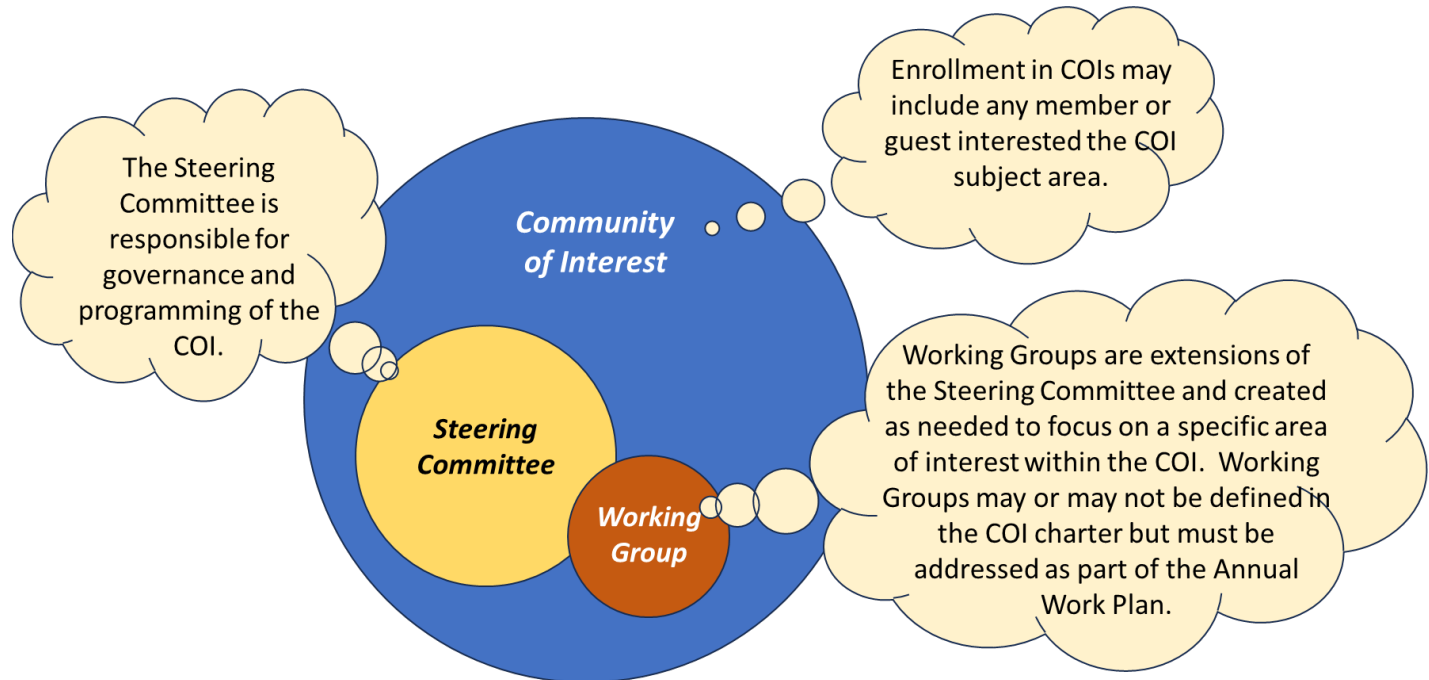- Enhance SAME's National Reputation

The unique and vital role of SAME COIs is two-fold:

1. Serve as an extension of the National Office capabilities by leveraging member technical expertise to assist in developing best-in-class programs; and
2. Provide individual members with avenues to develop their professional interests and expertise by leveraging SAME's role in the global community of interest.

DEFINITIONS

- **Community of Interest (COI):** A segment of SAME membership that shares a common interest or discipline within the Architecture / Engineering / Construction (A/E/C) industry. Member affiliation with COIs is voluntary and declared in the individual's membership record independent of Post affiliation. A COI is chartered by the Board of Direction to promote the SAME Strategic Plan and National Direction. COIs may begin as a Task Force or a sub-group (Working Group) of an existing COI to determine viability.

- **Industry Government Engagement (IGE)**: Collaboration between government and industry organizations and individuals to provide solutions and/or awareness to A/E/C issues affecting our National Security.

- **Operationalized COIs:** COIs in action engage volunteer leaders to maximize benefit to SAME members and the A/E/C community to create measurable, beneficial impact.

- **Steering Committee (SC):** The governing body of a COI with members and roles defined in the COI charter. Steering Committees will constitute the leadership and operational force for the COI. The COI Chair will lead the Steering Committee and be a member of the National Board of Direction.

- **Task Force (TF)**: The Board of Direction may form a TF for any purpose with a Chair, mission, and timeframe. A TF may evolve to become a COI but to do so requires Board approval.

- **Working Group**: Working Groups are extensions of the COI formed to focus on a particular

area of interest and are accountable to the COI and Steering Committee.

The Steering Committee is responsible for governance and programming of the COI.

Community of Interest

Enrollment in COIs may include any member or guest interested the COI subject area.

Steering Committee

Working Group

Working Groups are extensions of the Steering Committee and created as needed to focus on a specific area of interest within the COI. Working Groups may or may not be defined in the COI charter but must be addressed as part of the Annual Work Plan.

ROLES & RESPONSIBILITIES

- **National Officer**: There are three elected National Officers who oversee COIs and provide oversight based on the National President's direction starting in May with the beginning of the governance cycle. These leaders provide the following functions:
    - Provide oversight and direction.
    - Assist with succession planning and governance.
    - Monitor work plan accountability.

- **Community of Interest (COI) Chair:** The COI Chair is appointed by the National President at the recommendation of the National Officer providing oversight, in collaboration with the other members of the COI Steering Committee. The Chair normally serves a 2-year term, but may request, in writing to the National President, a one-year extension. A best practice is to groom a Vice Chair to become Chair and keep the departing Chair as the Immediate Past Chair to help with continuity. The COI Chair is responsible for the following:
    - Serve on the Board of Direction to represent the COI
    - Recruit COI members as active participants and lead the COI Steering Committee
    - Maintins a current COI charter (COI Charter Template, Appendix A)
    - Responsible for annually (for more detail, see *Operations*):
        - Develop Annual Work Plan

- Develop Resource Request (if required)
- Review COI Charter
- Review and maintain Strategic partnerships
- Review and update COI Steering Committee composition and succession plan
    - o Serve as a subject-matter expert within the COI and the Society

- **Steering Committee (SC):** Collectively, the Steering Committee, led by the COI Chair, must be formed according to the needs of the COI. The Steering Committee establishes operations and an operational schedule and calendar to fulfill the purpose of the COI. The Steering Committee is responsible for communicating with COI members and teamwork among SAME National Entities to maximize Strategic Plan outcomes and efficient day-to-day coordination. The Steering Committee appoints volunteer members to act as Steering Committee administrative secretary and communications directors to assist in publishing meeting minutes, drafting correspondence, creating a communications plan, managing conference calls, and coordinating webinars and programs with the National Office. The Steering Committee may also appoint volunteers to further the technical and strategic goals of the work plan or to serve as leads for IGE Projects.

    The following Steering Committee positions are recommended, and the only positions identified on various SAME channels. Other Steering Committee positions may be added as needed by the Chair:
    - o Chair
    - o Vice Chair
    - o Immediate Past Chair
    - o Vice Chair, Secretary
    - o Vice Chair, COI Liaison
    - o Vice Chair, Programs & Events
    - o Vice Chair, Communications
    - o Vice Chair, Post Liaison
    - o Vice Chair, Education

- **National Office Liaison:** The Executive Director will assign each COI a National Office Liaison to assist and facilitate National Entities' requirements aligned with the SAME Strategic Plan. The National Office Liaison will be a designated member of the COI Steering Committee and include and facilitate the following duties:
    - o Coordinate activities with internal National Office staff.
    - o Assist with COI leadership transitions and interpreting national direction and guidance.
    - o Update SAME web pages with information provided by the COI Chair/Steering Committee.
    - o Provide templates to comply with National SAME standards/branding for work plans, webinars, marketing plans, and email blast formatting.
    - o Send e-mail blasts to COI members.
    - o Manage the conference call numbers and access to webinar scheduling for COI use.

LISTING OF CURRENT COMMUNITIES OF INTEREST: A listing of current Communities of Interests and their associated websites can be found at: https://www.same.org/membership-communities/communities-of-interest-list/

OPERATIONS

Operationalizing COIs – a definition: COIs in action engaging volunteer leaders to maximize benefit to SAME members and the A/E/C community to create measurable, beneficial impact.

- Translate abstract concepts into measurable, accessible, repeatable, and iterative processes to grow beneficial impact.
- Examples:
  - Train COI's to effectively use the AMS Community module to grow community engagement, value, and technical capacity.
  - Develop and deliver relevant program content.
  - Engage members, increase leadership opportunities.
  - Manage stakeholders – strategic partners, etc.
  - Leverage National LDP projects.
  - Deliver measurable progress, content.

ANNUAL DELIVERABLES

Due Date	Action
April 30: DRAFT COI Work Plan Deadline	COIs prepare and submit DRAFT *Annual Work Plans* to National Officers and National Staff Liaisons
June 30: Final COI Work Plan and Resource Request	COIs submit final version of *Annual Work Plans* with any accompanying *Requests for Resource Support* to National Officers for review and endorsement and copy National Staff Liaison

- **Charter Review & Update (Appendix A):** COI Steering Committees must review the COI Charter on an annual basis in conjunction with the development of their Annual Work Plans. Any changes should be made at this time and noted as part of the Work Plan.
- **COI Annual Work Plan (Appendix B):** The Work Plan will outline specific actions that the COI will take to support the SAME Strategic Plan, a timeline for those actions, any resource requirements, and the impact the action will have and how it will be measured. Work Plans should be specific and include the following information:

  - 5 W's: What, Who, When, Where, Why
    - What will the COI be doing, and how will it support the Strategic Plan?
    - Who is taking the lead on the action? Who are the other COIs that might want or need to collaborate? Who are the Strategic Partners that should be included?
    - When is this action taking place – is there a timeline?
    - Where is the action occurring – Post level, National level, virtually?
    - Why are we doing this – what is the desired impact at every level?

- 2 Hs: How x 2
    - How is action resourced? Is there a financial requirement (see governance cycle table)?
    - How are impact and success measured?
- Progress Report
    - What progress was made on the action over the past year? Identify any issues encountered with completing the action.
- Working Groups: Working Group contributions must be described as part of the Annual Work Plan.

The submission of Annual Work Plans follows the *Annual Timeline for Work Plans and Resource Requests* detailed below. Critical submissions include both DRAFT and FINAL Annual Work Plans. The DRAFT Annual Work Plan must be prepared and submitted to the National Officer overseeing each COI and copying the assigned National Office Liaison PRIOR to the Joint Engineering Training Conference (JETC). The FINAL Annual Work Plan must be prepared and submitted to the appropriate National Officer no later than June 30 of each year.

The Annual Work Plans are presented to the Board of Direction (usually in conjunction with JETC at the SAME Annual Meeting). The National Officer providing COI oversight of each COI reviews each work plan and provides feedback to COI Chairs if revisions are necessary. The Vice President prepares and presents a summary of significant points of each workplan to the Board of Direction. Typically, annual Work Plans are accepted by the Board of Direction as presented. However, if revisions are necessary, the Vice President will work with the COI Chair to resolve.

- **Resource Request (Appendix C):** COIs should submit Resource Requests as part of the "How – Resourcing" section of the Annual Work Plans. Resource Requests may only be submitted through the Annual Work Plan and will not be considered at any other time during the year. Additional information about the Resource Request process and Submission Form can be found in Appendix C.

- **Steering Committee Review & Update:** COI Chairs must review steering committee assignments and succession plans on an annual basis in conjunction with the development of their Annual Work Plans. Changes to Steering Committee members do not require approval. However, changes to the Chair Elect should be discussed with the National Officer overseeing the COI prior to communication and publishing. Any changes should be noted to the National Staff Liaison to ensure items such as the website and management system are updated, etc.

Awards & Recognition
COIs may be called upon to review National streamer and award submissions and are responsible for submitting COI members for SAME recognition as part of the annual governance cycle. If appropriate, COI Chairs are responsible for submitting members of their Steering Committee for recognition at the Joint Engineer Training Conference (JETC) on an annual basis. COI chairpersons, officers, and members will recognize community members that support the interests of the community and the Society, especially when in support of the COI Annual Work Plan. Members will be recognized in communications and through the award nomination process.

Call for Presentations (CFP) Support (as applicable)
COIs may be called upon to conduct abstract reviews for National and other events and conferences. COIs will be assigned review responsibilities based on the planned educational tracks aligning with COI expertise.

Financial Reporting
Any COI provided with financial support from the SAME National Office, or otherwise engaged in raising funds to support COI functions shall provide annual detailed accounting information to the National Officer overseeing their COI and to the National Office Controller. The SAME Controller will provide specific requirements.

Program Support
Regions and Posts may call upon COIs as subject matter experts to recommend speakers and participants for Industry-Government Engagement Workshops. There may be additional needs that will require programmatic or other support from COIs. Any requests will be clearly defined.

Strategic Relationships
COIs are responsible for maintaining strategic relationships with key stakeholders to include established Strategic Partners and relevant Government Agencies. COIs may recommend organizations for Strategic Partnership with SAME and collaborate with unofficial partners as needed. Responsible COIs actively lead and manages the relationship and maintains open and regular dialog with each partner, identifies common areas of interest, shared concerns and efforts.

Webinars
COIs are expected to develop and host webinars pertaining to their subject areas on a regular basis with an emphasis on professional development, supporting various efforts of the Annual Work Plan, and contribute to the COI's efforts supporting the overall COI contribution to the SAME Strategic Plan. Webinars may not take the place of Steering Committee monthly meetings.

If the intent of a webinar is educational, a Professional Development Hour (PDH) will be awarded. To qualify for PDH credit, the COI must include 3-4 learning objectives as part of their *COI Webinar Request* submission. Additionally, COIs may request AIA credit by completing the *Fillable AIA Course Info Form* (see Appendix E) and submitting to their National Office Liaison at least 6 weeks prior to the webinar.

Most COIs will be required to host webinars throughout the year. SAME will develop an annual webinar schedule listing which COIs are responsible for the weekly webinar (Webinar Wednesdays). If COIs want to host additional webinars, they should discuss those with National Office Liaisons before completing the online request form to determine a date that will not conflict with other webinars or National SAME events.

The Webinar Request Form should be used for all webinars as it provides necessary

information for registration, logistics, and marketing. The online form is: https://www.same.org/community-of-interest-webinar-request-form/. A completed webinar form must be received before the webinar can be scheduled. An incomplete form will not be processed and returned for correction.

The Webinar Request Form must be submitted at least six (6) weeks in advance of the webinar date to allow for adequate marketing to ensure maximum participation.

National Office staff provide the following support for COI webinars:
- o Update the COI web page with webinar information.
- o Set up online registration.
- o Add to the online National Calendar.
- o Send marketing e-mail blasts to target demographics.
- o Update the Webinar page after the webinar with PDH certificates & recordings.

Dry Run (rehearsal): Every webinar should have a dry run scheduled with the POCs, speakers, and SAME support staff. The purpose of the dry run is to ensure everyone is able to connect with video and audio and is familiar with the webinar platform. Dry runs typically last about 30 minutes.

Communications
COIs are responsible for communicating their impact and needs to their community, general SAME members, Posts, and Regions with the help of their National Staff Liaison.
- Regular Steering Committee meetings are recommended monthly but are held at the discretion of the COI Chair and Steering Committee.
- General COI meetings are scheduled at the discretion of the COI Chair and Steering Committee and are primarily to inform the membership of ongoing initiatives and other activities.
    - o Other COI meetings such as IGE project-focused meetings are held at the discretion of the COI Chair and Steering Committee.
    - o In-person Steering Committee meetings are typically conducted at National Conferences (JETC and SBC) and may take many forms. These meetings are for conducting COI recruitment, administrative, operational, and coordination activities and not technical in nature. Ideas for technical content should be submitted through the event Call for Presentations process.
- Calls for Steering Committee volunteers should be open to all COI members and include a short job description and time commitment.
- Regular communication to COI members in the form of an e-mail blast and/or newsletter can occur on a monthly, bi-monthly, or quarterly basis. This communication should be an update on any Industry-Government Engagement, Strategic Partner activities, impact the COI has made on the Annual Work Plan, upcoming professional development opportunities, COI recognition, and other areas as needed.
- COIs conduct regular communication with members at-large via established National Office mediums such as RealTiME e-newsletter (monthly), The Military Engineer (TME) Magazine (bi-monthly) and coordinated marketing efforts with the SAME National marketing team

(as needed).
- COIs are responsible for ensuring their web page is up-to-date and providing any changes necessary to the National Staff Liaison.

APPENDICES

APPENDIX A: COI CHARTER

APPENDIX B: ANNUAL WORK PLAN

APPENDIX C: RESOURCE REQUEST FORM

APPENDIX D: WEBINAR REQUEST FORM & AIA COURSE INFORMATION FORM

APPENDIX A – COI CHARTER

The following represents an example Community of Interest Charter:

Society of American Military Engineers
Leader Development
Community of Interest Charter
(as of 06/02/2020)

Mission. The mission of the SAME Leader Development Community of Interest (LD COI) is to develop, execute, and track leader development (LD) activities across the SAME enterprise in support of the 2025 SAME Strategic Plan – Securing America's Future, Together. Specifically, the LD COI will lead efforts to enhance leadership development and cultivate the talent necessary to address the nation's grand challenges ensuring the enduring stewardship of the A/E/C profession.

Membership. Membership in the LD COI is open to all members of SAME. Leadership for the COI shall be composed of the Leadership Team, as defined below. Positions may be added to or removed from the Leadership Team at the discretion of the COI Chair.

The community will be composed of LD POCs from each Post as identified on the Post Change of Officers Form filed with SAME National office annually. Any SAME member interested in leader development can also join the LD COI community.

Strategic Alignment

Goal 1: Strengthen Industry-Government Engagement
Lead efforts to foster communication and build relationships among military, public, academic, and professional organizations; further collaboration to identify issues and develop solutions in support of National security.

LDP provides a platform for industry and government members to grow professionally in a mutually supportive environment. Industry and government professionals interact under a common theme. The program also offers members of government and industry the opportunity to support the program as instructors and mentors.

Goal 2: Build and Sustain Resilient Communities
Lead efforts to prepare communities to absorb, recover, and adapt from natural and man-made threats, fortify our nation's resolve directly where people work and live.

Leadership is key to decision-making. When faced with tough circumstances, a leader's ability to respond to threats helps determine their resilience. LDP enhances that ability.

Goal 3. Develop Leaders for the Profession
Lead efforts to enhance leadership development and cultivate the talent necessary to address the nation's grand challenges; ensure the enduring stewardship of the A/E/C profession.

Leader development is core to the Leader Development Program.

Goal 4: Enrich the STEM Pipeline for the Nation
Lead efforts to inspire, encourage, and enable youth to pursue STEM careers; help develop the technical capacity that our nation needs to remain globally competitive.

As a component of leader development, mentoring ensures knowledge, skills, and aptitudes are shared among the membership. Student members can especially benefit from mentoring to enhance their own leader development.

Goal 5. Prepare Servicemembers and Veterans for the A/E/C Industry
Lead efforts to fully integrate military and government members to the A/E/C industry; support training, credentialing, and networking initiatives that build, maintain, and transfer skills to meet current and future needs.

LDP provides a platform to leverage the leadership of servicemembers and veterans as well as enhance leadership development for them to address challenges in the A/E/C profession.

Organization. The COI will be guided by a Leadership Team lead by a Chair. The Chair will serve a two-year term beginning at the Spring LD COI Board Meeting. The recommended Leadership Team is composed of the positions described below.

Appointment of Chair and Vice Chairs. The Committee Chair shall serve a two-year term with the option of a third-year contingent on the Society Vice-President for Committees and Councils' (VP for C&C) approval. The Chair may only serve one term.

At least six months prior to the Joint Engineers Training Conference (JETC) in the final year of the Chair's term, a Chair-Elect will be appointed by the Society VP for C&C based upon the recommendation of the current Chair. The Chair-Elect shall have served on the Leadership Team at least one year to be considered for Chair. In the event a Chair-Elect cannot be selected from the Leadership Team, the Chair shall work with the Society VP for C&C to appoint a Chair-Elect from the SAME Membership. At the time of appointment, the Chair-Elect will work with the Chair to ensure a smooth transition.

The Vice Chair positions on the Leadership Team are appointed for one-year terms by the incoming Chair, after consultation with the current Leadership Team, and based upon their desire to serve, the needs of the COI, and the individual's commitment to leader development. Vice Chairs may be invited to continue their position for subsequent years. The Chair will also have the flexibility to add or delete Vice Chair positions based on needs. There is no term limit for Vice Chairs.

Leadership Team Responsibilities. The following are the responsibilities of the Leadership Team members.

1. **Chair, LD COI.** Provides overall direction and governance of the COI by establishing goals and objectives that annually align with the Society's goals, objectives, and focus areas. Represents the COI as a voting member on the National Board of Direction. Fills Leadership Team positions as needed to accomplish the mission of the LD COI.

2. **Immediate Past Chair, LD COI.** Serves as an advisor to the Chair for continuity of information and ensures nothing is missed with the leadership transition. As agreed by the Chair and Immediate Past Chair, this person may take on some special initiatives/projects for the LD COI.

3. **Vice Chair, LD COI.** Provides overall support and assistance to the Chair, LD COI. Presides over COI events or acts on behalf of the COI Chair when the Chair is not available. Ideally, the Vice Chair should be someone interested in and able to take on the Chair role in the future.

4. **Chair, Leadership Development Program (LDP).** Provides overall direction and governance of the

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SAME National LDP.

5. **Vice Chair, Post-Level LDP.** Provides overall direction and support of Post-Level LDP programs. Develops, implements, and evaluates a post-level LDP program for small and medium size posts that are not capable of implementing their own local LDP.

6. **Vice Chair, Mentoring.** Provides overall direction and support of mentoring programs and best practices across SAME. Coordinates the mentoring efforts of the Academy of Fellows, and Camps, Young Professionals, and other COIs. Coordinates a National award ad-hoc selection committee for mentoring awards.

7. **Vice Chair, Marketing & Communications.** Coordinates with Leadership Team members to develop articles, news releases, social media posts, etc on LD happenings, initiatives, and opportunities. Capitalize on the SAME media opportunities such as *The Military Engineer* (TME), Bricks & Clicks Blog, Real TIME News, SAME.org and SAME pages on LinkedIn, Facebook and Twitter. Works with the Leadership Team to encourage participation, solicit post relevant material, and increase dialogue and networking on LD activities and initiatives. Ensures the LD COI portion of the SAME National website contains accurate and up-to-date information on the Leadership Team and the COI's current events.

8. **Vice Chair, Evaluation.** Works with the Leadership Team to develop metrics to measure the effectiveness of LD programs. Responsible for developing a system to track and evaluate best practices and lessons learned across the LD team. Disseminates best practices across the Society to facilitate LD programs at the National, Regional and Post level.

9. **Vice Chair, Conferences.** Coordinates with the SAME National staff and Chair, LDP to plan, advertise, and execute the LD Programs at the Joint Engineer Training Conference & Expo (JETC) and Small Business Conference (SBC).

10. **Vice Chair, Streamers.** Develop Streamer requirements for the Leadership and Mentoring Award for small, medium and large posts. Organizes an ad-hoc committee to evaluate post submissions for streamers.

11. **Secretary.** Schedules at least monthly COI meetings and sends a reminder to all Leadership Team members and liaisons. Prepares COI meeting highlights and allows for review from the COI members before finalizing. Provides finalized highlights to post on the website. Works with the Chair and SAME National office to maintain a roster of Post LD POCs. Assists COI officers with general administrative operations as needed.

12. **Assistant Vice Chairs.** Appointed, as needed, to assist respective Vice Chairs with performance of their responsibilities or fill in when the Vice Chairs are not available.

Liaisons. In addition to the Leadership Team, liaisons will be appointed, as needed, to facilitate communication and information flow between the COI and the other standing SAME Committees and COIs. Liaisons are expected to be active with their respective Committee or COI and proactively distribute information between that Committee or COI and the LD COI. Liaisons should provide updates during monthly COI meetings, or as needed, to ensure robust communication across the Society.

1. **Young Member COI Liaison** – Be the face of the leader development community to the Young Member COI. Conveys any requests/needs from the YMC to this community. Participates in both LD and YM calls. Determines opportunities for collaboration.

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2. **AOF Liaison** – Be the face of the leader development community to the Academy of Fellows. Conveys any requests/needs from the AOF to this community. Participates in both LD and AOF calls. Determines opportunities for collaboration.

3. **Enlisted COI Liaison** – Be the face of the leader development community to the Enlisted COI. Conveys any requests/needs from the Enlisted COI to this community. Participates in both LD and Enlisted COI calls. Determines opportunities for collaboration.

4. **Credentialing COI Liaison** – Be the face of the leader development community to the Credentialing COI. Conveys any requests/needs from the Credentialing COI to this community. Participates in both LD and Credentialing COI calls. Determines opportunities for collaboration.

LDP Program Roles. The following positions will report to the Chair, Leader Development Program:

1. **LDP Curriculum Lead**—Provides overall direction to the LD curriculum. Tracks and records participant involvement in each curriculum component. Issues curriculum status reports on their engagement regularly throughout the program.

2. **LDP Monthly Webinar Lead**—Coordinates a monthly calendar of instructors covering various curriculum topics.

3. **LDP Book Discussion Lead** – Coordinates monthly book discussions with external facilitators.

4. **LDP Mentor Lead**—Provides direction to LDP mentors in their role. Records mentor reports on the progress of each mentee throughout the program year.

5. **LDP Project Lead** – Provides direction on the projects identified and defined by LDP participants. Coordinates reporting of each project's impact at the end of the project term.

6. **LDP Google Classroom Lead** – Provides direction on the use and utility of the online learning platform. Tracks LDP engagement in discussion topics and classroom assignments.

7. **LDP Alumni POC**—Provides guidance and direction to alumni of the LDP participants after their year is completed. Ideally, this position would be filled by an alum of the program.

Operating Guidelines.
- The Chair shall prepare an annual work plan to be submitted in accordance with the Society's bylaws. The annual work plan may include, but not be limited to, facilitating LD programs across The Society, assisting posts with promoting LD programs, working with other Committees and COIs in implementing LD programs, and ensuring LD programs are represented in SAME Regional and SAME National conferences. The work plan shall be reflective of the Society's Strategic Plan.
- All communications to members will come from the SAME National office. The Marketing & Communications Vice Chair will coordinate the information gathered from the other Vice Chairs with the Chair and the Secretary to request SAME National send out to members on the COI's behalf.
- The COI will conduct business via teleconferences and will have at least one in-person meeting each year at JETC and SBC. Other in-person meetings of the Leadership Team or COI shall be planned as determined feasible by the Leadership Team.
- The Leadership Team may meet as regularly and as often as needed to manage the business of the COI.

- The Chair and Secretary will reach out to the National COIs and see if they have a member to appoint as a Liaison to the LD COI. If not, the Chair can identify one for them.

Meeting Frequency. The Chair will schedule a weekly conference call with the Leadership Team to address the business of the community.

The Chair will schedule a monthly community-wide conference call to go over community objectives.

Face-to-face meetings occur at JETC and SBC.

Communication. Communications via telephone and email will be the primary mode for sharing information, issuing guidance, and obtaining updates on COI activities and programs.

Charter Approval and Amendments. The Charter may be initially approved or amended by the Vice-president for Committees and Councils assigned to this Community of Interest. The chair may undertake a review of the charter or consider amendments in coordination with the respective Vice-president for Committees and Councils.

APPENDIX B – ANNUAL WORK PLAN

Annual Work Plans will be specific and include the following information:

- 5 W's: What, Who, When, Where, Why
  - What will the COI be doing, and how will it support the Strategic Plan?
  - Who is taking the lead on the action? Who are the other COIs that might want or need to collaborate? Who are the Strategic Partners that should be included?
  - When is this action taking place – is there a timeline?
  - Where is the action occurring – Post level, National level, virtually?
  - Why are we doing this – what is the desired impact at every level?
- 2 Hs: How x 2
  - How is action resourced? Is there a financial requirement (see governance cycle table)?
  - How are impact and success measured?
- Progress Report
  - What progress was made on the action over the past year? Identify any issues encountered with completing the action.
- 1-2 actions (one slide per action)
- Subsequent Work Plans should include outcomes of previous actions.

Society of SAME American Military Engineers — _____ COI Annual Work Plan 2023-2024

Strategic Line of Effort	Support Plan
What	What will the COI be doing and how will it support the Strategic Plan?
Who	Who is taking the lead on the action? Who are the other COIs that might want or need to collaborate? Who are the Strategic Partners that should be included?
When	When is the action taking place – is there a timeline?
Where	Where is the action occurring – Post level, National level, virtually?
Why	Why are we doing this – what is the desired impact at every level?
How - Resources	How is action resourced? Is there a financial requirement?
How - Metrics	How are impact and success measured?
Progress Report	What progress has been made on the action over the past year? Identify any issues encountered with completing the action.

Building Resilient Communities & Enhancing IGE	The Resilience COI will partner with ICC on ANCR to produce a standard for resilient communities.
What	ANCR is a project spearheaded by the International Code Council to provide benchmarks for communities to be resilient. SAME will support this effort through collaboration and subject matter experts in A/E/C fields.
Who	The COI Chair will personally oversee this action, assisted by all members of the Steering Committee. Other COIs may be asked to assist with specific community benchmarks. ICC will be the primary partner involved.
When	This will be a multi-year endeavor...timeline to be provided in November.
Where	This action will primarily be accomplished virtually at the National Level.
Why	The final product will be a tool for Posts to build their own resilient communities. This action will support Posts, support the National Direction, and also enhance SAME's national reputation.
How - Resources	There are no resourcing requirements at this time.
How - Metrics	This action will be complete and successful when ANCR is complete and published for local use.
Progress Report	This is the first year of this action. Progress will be provided in the 2020-2021 Work Plan.

APPENDIX C – RESOURCE REQUEST & FORM

The *SAME Resource Request Policy & Procedure* governs resource requests from Communities of Interest, Programs, and Posts. Submissions must be submitted in accordance with this policy and procedure. Please note all submission dates listed as submissions require several levels of review and approval in accordance with SAME governance policies and procedures. The latest revision of the *SAME Resource Request Policy & Procedure* can be found on the *SAME Governance* webpage at https://www.same.org/about-same/governance-policies/ Below is an example *SAME Resource Request Policy & Procedure.*

SAME Resource Request Policy & Procedure

July 12, 2023; r1.4

PURPOSE:

This document provides the implementing instructions for Posts, Communities of Interest (COIs), and other Programs to request support from the National Office and potentially the Society of American Military Engineers (SAME) Foundation. Posts, COIs, and other Programs are encouraged to request needed monetary or non-monetary support to execute their programs through this process. For COIs, this procedure yields the resource request to accompany the Annual Work Plan.

Additionally, this document integrates National Office procedures for considering SAME Foundation support. SAME Foundation support requests will only be transmitted to the Foundation by the National Office in accordance with this process. Instructions for implementing the 24 November 2020 Memorandum of Understanding (MOU) between the SAME and the SAME Foundation, specifically, the terms pertaining to SAME Foundation financial support for SAME Programs are included herein.

PRINCIPLES:

1. Scope: This policy and procedure provides instructions for monetary and non-monetary support requests for all SAME Posts, Communities of Interest (COIs), and other Programs.
2. Society Benefit: Requests must substantiate program impact that contributes to the SAME Strategic Plan.
3. Programmatic Requests: Requests must be for programmatic support versus one-off events or individual support.
4. Impact: Impact and return on investment will be measured by both the Society and the Foundation on an annual basis at a minimum. The Society must report annually detailing impact of the programs funded by the Foundation.
5. Funding: All resource requests from COI's, Regions, Posts and other SAME programs submitted in conjunction with Annual Work Plans are considered for resourcing by the Ranking and Review Committee (R2C).
6. Authority: The SAME Executive Committee approves funding requests as part of the Society's annual budget approval process.
7. Proponent Department: The Programs Department of the Society is the proponent for this policy and implementation of this procedure.

PROCEDURE:

In general, the Programs Department of the National Office annually:

The following actions are completed in accordance with the program *Timeline* noted below.

1. Ranking and Review Committee (R^2C): The R^2C is comprised of appointees made by the SAME President and includes as voting members the National Past President / Vice President (Chair), one Regional Vice President (RVP), one Community of Interest (COI) Chair, and one Elected Director, and a non-voting National Office Staff member. The R^2C reviews and prioritizes support requests

(monetary & non-monetary) from COIs, Posts, Regions, and other programs within SAME and determines:

    a. Priority of each request

    b. Determines which requests:

        i. Included in a consolidated funding request to the Foundation

        ii. Incorporated into the Society budget

        iii. Rejected

2. <u>Requestors</u>: IAW the timeline noted below:

    a. <u>COIs</u>: In accordance with the SAME Governance cycle, COI Chairs identify any resource requirements as part of their *Annual Work Plans*; prepare *Resource Request* and submit to the appropriate National Officer for review and endorsement; National Officers consolidate and submit to the National Office.

    b. <u>Posts</u>: Post Presidents identify resource requirements and submit to the appropriate RVP for review and endorsement; RVPs consolidate and submit to the National Office.

    c. <u>Programs</u>: Program Volunteer Leaders identify any resourcing requirements and submit to the appropriate National Officer for review and endorsement; National Officers consolidate and submit to the National Office.

3. <u>Requests</u>: All requests will follow the *SAME Request for Resource Support* (see APPENDIX 1). Incomplete requests will be returned for correction prior to consideration.

4. <u>National Request</u>: The National Office aggregates and submits all valid requests from Posts, COIs and Programs to the Ranking and Review Committee. The R^{2}C reviews all requests, and creates a ranked list for approval by the SAME XC.

5. <u>Decision</u>:

    a. The XC reviews and approves the R^{2}C-submitted priorities.

    b. National Office prepares a consolidated funding request for programs approved by the XC for the President's submission to the Foundation.

    c. The Foundation provides the Society with an approved level of funding.

    d. The R^{2}C reconvenes to consider the Foundation funding level and recommend final application of funding.

    e. XC approves the final Society budget to include programs with full or partial Foundation funding.

6. <u>Governing Policy</u>: Financial transactions will be executed in accordance with SAME Finance Policy.

7. <u>Reporting</u>: The Society prepares an annual report to the Foundation detailing the impact of the programs funded by the Foundation for the previous fiscal year.

TIMELINE:

Due Date	Action
NLT March 15	Posts, COIs report success of the previous FY Foundation-funded programs to the National Office Staff Liaison
NLT March 31	National Office submits *SAME Foundation Support Annual Report* to the Foundation
NLT JETC: DRAFT COI Workplan Deadline	COIs prepare and submit DRAFT *Annual Workplans* (for the next year's efforts) and *Annual Workplan Progress Reports* (reporting on results of the previous year's workplan) to National Officers and National Office Staff Liaison
NLT EOM June: COI Workplan, Resource Request Deadline	COIs submit *Annual Workplans* with any accompanying *Requests for Resource Support* to National Officers for review and endorsement and copy National Office Staff Liaison
	Posts submit *Requests for Resource Support* to RVPs for review and endorsement
NLT July 15: VP, RVP Resource Request Deadline	National Officers, RVPs submit endorsed *Requests for Resource Support* to National Office; National Officers, RVPs notify requestors of any requests not receiving endorsement
NLT EOM July: R^{2}C Meeting	R^{2}C reviews all *Requests for Resource Support,* creates a ranked list for XC consideration
	National Office provides DRAFT ranked list to the Foundation (for information purposes only)
August: XC Meeting	XC reviews and approves ranked resource request list
	National Office informs requestors of priorities highlighting final approval pending based on Foundation funding amount and final XC budget approval
NLT 15 October	SAME Foundation notifies the National Office of amount of funding to be made available for execution the upcoming FY
NLT EOM October	R^{2}C reconvenes to review the Foundation's funding decision against the request; determines final program funding recommendation to the XC
December: XC Budget Meeting	National Office prepares and submits final budget incorporating the final R^{2}C funding decisions to the XC for approval
December: Upon budget approval	National Office (Programs) informs requestors of approved requirements and funding source (Society and/or Foundation)
	National Office provides the Foundation with allocation of Foundation funding

APPENDIX 1:

SAME Request for Resource Support

(Communities of Interest (COIs), Posts and other Programs)

<div style="border:2px solid red; color:red; text-align:center;">

NOTE:
SUBMIT THE COMPLETED REQUEST IN ACCORDANCE WITH THE TIMELINE TO BOTH THE APPROPRIATE <u>NATIONAL or REGIONAL OFFICER</u> AND <u>NATIONAL OFFICE STAFF LIAISON</u>

</div>

DATE of REQUEST: Click or tap to enter a date.

REQUESTOR: Indicate COI / Post / Program and Point of Contact: Click or tap here to enter text.

DESCRIPTION OF THE PROGRAM/SUPPORT REQUESTED:

Click or tap here to enter text.

EXPECTED OUTCOMES / IMPACTS: What will the program accomplish, what outcome or impact will be achieved?

Click or tap here to enter text.

HOW WILL OUTCOMES / IMPACT BE MEASURED: Describe how outcomes will be measured or assessed.

Click or tap here to enter text.

HOW DOES THIS REQUEST SUPPORT THE SAME STRATEGIC PLAN AND/OR POST STRATEGIC PLAN: Describe how this request specifically supports the SAME Strategic plan and/or your Post Strategic Plan.

Click or tap here to enter text.

HOW DOES THIS REQUEST SUPPORT THE ANNUAL WORK PLAN: Specifically, how does this request support one or more elements of your Annual Work Plan?

Click or tap here to enter text.

TYPE OF SUPPORT REQUESTED: Indicate whether the request is for *monetary* and/or *other* support

Click or tap here to enter text.

AMOUNT OR QUANTITY REQUESTED:

- Provide a basic budget (enter or by attachment), description of the funding usages such as travel, stipends, materials, software acquisition, contracted support, work hours, etc.:

Click or tap here to enter text.

- One-time request or ongoing support: Is the request for a one-time or ongoing program?

Click or tap here to enter text.

TIMING FOR THE REQUESTED SUPPORT: When is the support needed and over what period?
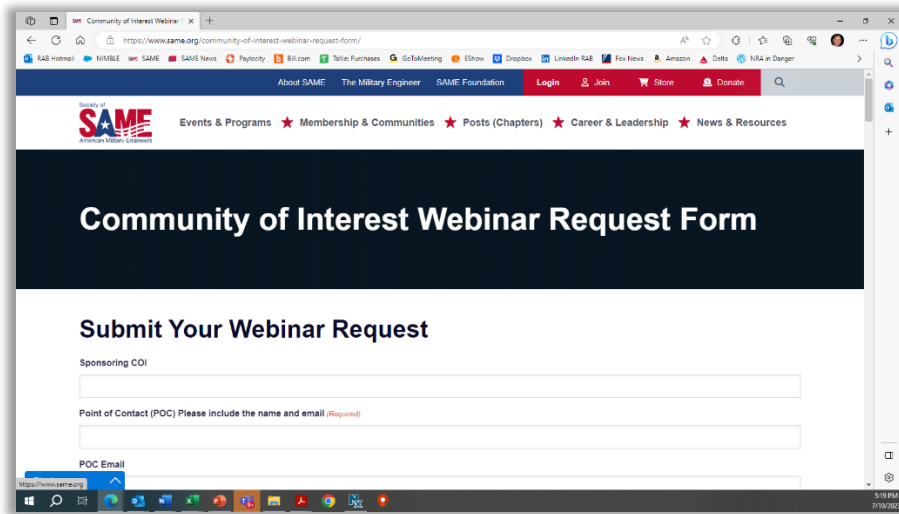
Click or tap here to enter text.

FOR PROGRAM, POST OR REGIONAL SUPPORT, WHAT SUPPORT IS NEEDED FROM COIs: How can COIs provide assistance with speakers (Knowledge Network), webinars, and other non-monetary support?

Click or tap here to enter text.

APPENDIX D – WEBINAR REQUEST FORM & AIA COURSE INFORMAITON FORM

The COI Webinar Request Form is found online at: https://www.same.org/community-of-interest-webinar-request-form/#

The information below outlines the questions you will be asked to complete the online form. Forms with missing information, will not be considered complete and will not be scheduled.

- Sponsoring COI

- Point of Contact (POC). Include name and email

- Originator (if different from POC). Include name and email

- Webinar Date & Time (including time zone)

- Dry Run Date & Time (including time zone)

- Webinar Title (10 words or less)

- Webinar Description (200 words or less)

- Speaker 1 Full Name, Title, Organization, Bio, Photo

- Speaker 2 Full Name, Title, Organization, Bio, Photo

- Speaker 3 Full Name, Title, Organization, Bio, Photo

- Moderator Full Name, Title, Organization, Bio, Photo

- Request COI notification email blast? Yes or No

- If so, which COI(s) should be notified?

- Email blast text

- PDH Offered

- Learning Objectives (3-5 required for PDH, 4 for AIA)

- Registration is required for all webinars. Is there anything beyond this form that Registration should know about this webinar?

AIA Course Information Form

Course Information

Course Name: Click or tap here to enter text.

Course Level: Choose an item.

Course Credits: Choose an item.

HSW Justification (only if requesting HSW credit):
Click or tap here to enter text.

Description:
Click or tap here to enter text.

Prerequisite Knowledge:
Click or tap here to enter text.

Learning Objectives

Learning Objective 1: Click or tap here to enter text.

Learning Objective 2: Click or tap here to enter text.

Learning Objective 3: Click or tap here to enter text.

Learning Objective 4: Click or tap here to enter text.

Category and Sub-Category

Check 1 Category and 1 Sub-Category <u>only</u>.

☐ **Practice Management**
- ☐ Business Operations
- ☐ Business Development
- ☐ Firm Finances & Risk Management
- ☐ Practice Methodologies

☐ **Art & Architecture**
- • No sub-categories

☐ **Codes and Regulations**
- • No sub-categories

☐ **Construction & Evaluation**
- ☐ Construction Administration
- ☐ Construction Observation

☐ Preconstruction Activities
☐ Project Closeout & Evaluation

☐ **Programming & Analysis**
    ☐ Building Analysis & Programming
    ☐ Environmental & Contextual Conditions
    ☐ Site Analysis & Programming

☐ **Project Development & Documentation**
    ☐ Integration of Building Materials & Systems
    ☐ Construction Documentation
    ☐ Construction Cost Estimates
    ☐ Project Manual & Specification

☐ **Project Management**
    ☐ Project Team Management
    ☐ Contracts
    ☐ Communications Management
    ☐ Implementation & Evaluation
    ☐ Project Quality Control

☐ **Project Planning & Design**
    ☐ Building Systems, Materials, & Assemblies
    ☐ Building Design
    ☐ Project Costs & Budgeting

END OF FORM