



*Society of American Military Engineers*

# **Young Professional Community of Interest Charter**

**(Revised June 2022)**

**Mission.** The mission of the SAME Young Professional (hereinafter “YP”) Community of Interest (hereinafter “COI”) is to be an advocate for and engage YP support for SAME’s Strategic Plan through outreach, training, networking, and recognition.

**Membership.** Membership in the YP COI is open to all Professionals of SAME who have not yet reached their 40th Birthday. Leadership for the COI shall be composed of the Steering Committee, as defined below, and a YP Point of Contact (hereinafter “POC”) for each Post identified on the Post Change of Officers Form filed with the SAME National Office annually. Positions may be added to or removed from the Steering Committee at the discretion of the COI Chair.

**Organization.** The COI will function operationally with a Steering Committee. The Chair will serve a two-year term beginning at the Spring Board of Direction Meeting. The recommended Steering Committee is composed of the positions described below.

**Appointment of Chair and Vice Chairs.** At least six months prior to the end of the Chair’s two-year term, a new Chair-Elect will be appointed by the President of the Society upon the recommendation of the current Chair of the COI, after consultation with the National Vice President overseeing the COI, and the SAME Executive Director. It is the intent of the COI that sitting Steering Committee Professionals be fully considered for the Chair-Elect position, but the Chair-Elect is not required to have served on the Steering Committee. The Chair may serve only one term.

The Vice Chair positions on the Steering Committee are appointed for a one-year term by the Chair, after consultation with the current Steering Committee, based upon desire to serve, needs of the COI, and the individual’s commitment to YP programs. 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.

**Steering Committee Responsibilities.** The following are the responsibilities of Steering Committee Professionals.

1. **Chair.** Provide overall direction and management of the COI by establishing goals and objectives annually that align with the Society’s Strategic Plan, goals, objectives, and focus areas. Represent the COI and Society YPs as a voting member on the National Board of Direction. Fill Leadership Team positions as needed to accomplish the mission of the COI.
2. **Chair-Elect.** At the time of appointment, the nominee will work with the Chair to ensure a smooth transition. As approved by the SAME National Office, participate in the Fall Board of Direction Meeting held prior to assumption of Chair position.

3. **Immediate Past Chair.** Serves as an advisor to the Chair to allow for continuity of leadership. As agreed to by the Chair and Immediate Past Chair, this person may take on special initiatives for the YP COI. If during their time the Immediate Past Chair ages out of the YP program, they will remain in this role for the full term.
4. **Vice Chairs.** Provide overall support and guidance to the COI Chair. Preside over COI committees, focus areas, initiatives, or act on behalf of the COI Chair when the Chair is not available. Ideally the Vice Chairs should be individuals interested in and able to take on the Chair role in the future.
  - **Vice Chair, Credentialing.** Work with the SAME National Office to coordinate the Credentialing Assistance Program, including promoting the program, application review, and securing financial support for awards. Work with SAME Strategic Partners to continually develop the database of A/E/C credentials and exam-prep resources.
  - **Vice Chair, Programs.** Assist Posts with YP Programs by providing ideas, sharing best practices, and lessons learned across the Society. Manage, coordinate, and facilitate Professional Development events hosted by the YP COI including scheduling and coordination of webinars with the SAME National Office.
  - **Vice Chair, Conferences.** Coordinate with the SAME National Office and local Post representatives to plan, advertise, and execute YP Mentoring and Networking events/programs at the annual Joint Engineering and Training Conference (JETC), Small Business Conference (SBC), and other SAME National Events (if requested).
  - **Vice Chair, Communications.** Coordinate with the Steering Committee to develop material for communication that serves as the primary voice of the COI on YP programs, initiatives, and opportunities. Capitalize on the YP subgroup page of LinkedIn and work with the Steering Committee to encourage participation, post relevant material, and increase dialogue and networking between YPs. Coordinate with the SAME National Office to ensure the YP COI website information is accurate and up-to-date. Promote the recognition of YPs through the Society, Region, and Post programs by advocating for YP award submissions and highlighting YP and Post accomplishments on the YP LinkedIn page and The Military Engineer (TME) publication.
5. **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 Steering Committee, liaisons will be appointed, as needed, to facilitate communication and information flow between the YP 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 YP COI. Liaisons should provide updates during monthly COI meetings, or as needed, to ensure robust communication across the Society.

### **Operating Guidelines.**

- The COI 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 mentoring relationships between YPs and Fellows of the Society, assisting Posts with promoting YP programs, YP outreach programs to facilitate active involvement within the Society, and ensuring YP programs are included in SAME Regional and SAME National conferences. The work plan shall be reflective of the Society's Focus Areas and Strategic Plan.
- All communications to YP's will come from the SAME National Office. The Communications Vice Chair will coordinate the information gathered from the other Vice Chairs with the Chair to request SAME National Office to send out on the YP COI behalf.
- The COI will conduct business via teleconferences and will have at least one in-person meeting each year at JETC and SBC. Other meetings of the Steering Committee or COI shall be planned as determined feasible by the Steering Committee.
- The Chair and Vice Chair, Communications will reach out to the National COIs and see if they have a YP to appoint as a Liaison to the YP COI. If not, one can identify one for them.

### **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.

*Corey T. Weaver*

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Corey T. Weaver, P.E., YP COI Chair

*Sharon L. Krock*

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Sharon L. Krock, SPWS, F.SAME, Vice-President