Regional Vice President Manual

Updated April 2019
SAME MISSION
“SAME leads collaborative efforts to identify and resolve national security infrastructure-related challenges.”

2020 VISION
“SAME is recognized as the multi-disciplined integrator of military, public, private, and academic national infrastructure-related capabilities to produce viable solutions for America’s national security.”

SAME ENDURING PURPOSE
To promote solidarity and cooperation between engineers in civil and military life, to disseminate technical knowledge bearing upon progress in the art of war and the application of engineering science thereto, and to preserve and maintain the best standards and traditions of the profession, all in the interests of patriotism and national security.

ABOUT SAME
“We are establishing at this time a Society of American Military Engineers. This society will serve no selfish purpose. It is dedicated to patriotism and national security. Its objects are, in brief, to promote solidarity and co-operation between engineers in civil and military life, to disseminate technical knowledge bearing upon progress in the art of war and the application of engineering science thereto, and to preserve and maintain the best standards and traditions of the profession, all in the interests of patriotism and national security.”

–The Military Engineer magazine, January 1920

With these words, published just 13 months after the end of World War I, the Society of American Military Engineers (SAME) was established. While the organization has grown and evolved over the last 96 years, its purpose has not changed. Today, SAME leads collaborative efforts to identify and resolve national security infrastructure-related challenges. SAME unites public and private sector individuals and organizations from across the architecture, engineering, construction, environmental and facility management, cyber security, project planning, contracting and acquisition, and related disciplines in support of national security.

With a national office located in Alexandria, Va., SAME provides its more than 27,000 members extensive opportunities for training, education and professional development through a robust offering of conferences, workshops, networking events and publications. With a membership that includes recent service academy graduates and retired engineering officers, project managers and corporate executives, uniformed and public sector professionals and private sector experts, SAME bridges the gaps between critical stakeholders to help secure our nation.

SAME consists of 102 Posts and over 50 Student Chapters and Field Chapters around the world along with a National Office staff. Nationally, the organization is led by a volunteer Board of Direction that comprises five National Officers, 17 Regional Vice Presidents, Chairs of the Committees & Councils, and 12 Elected Directors who serve three-year terms and are elected in groups of four annually.

For more information on SAME, visit www.same.org.

This Regional Vice President Manual, dated April 2019, supercedes previous versions.
INTRODUCTION

The Regional Vice President (RVP) serves an essential function in the governance and operations of the Society. An RVP provides the critical link in communications, mentorship, and guidance between the SAME National Board of Direction, the National Office staff, and Post level leaders.

This RVP Manual contains all essential information for executing RVP duties and includes a description of the role, responsibilities, procedures and best practice methods to support their position. This manual is meant to be used as a guideline and does not replace the Society’s Constitution and Bylaws.

1.0 RVP ROLE & RESPONSIBILITIES

The main roles of the RVP are to be a leader and communicator for Posts and members in their Region and to help support Posts in achieving their goals. Additional responsibilities include:

A. Champion the SAME Strategic Plan and the Goals and Objectives approved by the Board of Direction.
B. Report to the Board of Direction annually or as requested.
C. Visit each Post within the Region at least once per year and install new officers as requested by Post Presidents. The Deputy RVP can also help support the Posts at the request of the RVP.
D. Assist Post Presidents with developing and conducting relevant programs by helping to obtain high-level speakers at Post and Regional events.
E. Maintain oversight of Posts and make a periodic assessment of Posts’ operations, reporting to VP as necessary.
F. Support the SAME National Office with reminding Post leaders to submit required reports and information by required deadlines (i.e., Annual Report, Change of Post Officers, and National Committee POC reports). This follow-up can be as simple as sending Taskers or Outlook reminders.
G. Maintain a Regional Events Calendar and appropriately de-conflict events within the Region.
H. Collect, review, update, consolidate, and share best practices at the Regional and National levels.
I. Encourage “cross-pollination” by inviting and encouraging Post members to visit adjacent Posts’ events whenever possible.
J. Support the nomination process for Society members in their respective Region for Fellow, Elected Board positions, and Society medals and awards.
K. Seek out and encourage interest in Regional and National level positions within SAME.
   1. Advertise opportunities to serve.
   2. Educate and train SAME’s future leaders, including letting Post leadership know what the RVPs duties and capabilities are.
   3. Identify prospective candidates for RVP, Deputy RVP, Assistant RVP/Regional Secretary, and National level positions and introduce them to those who currently serve in those positions.
L. Participate in scheduled RVP calls to provide Regional input.
M. Attend bi-annual board meetings at JETC (May) and SBC (November).
N. Conduct an election process to select a successor (having a Deputy by the end of year one is recommended).
2.0 COMMUNICATIONS

SAME’s success is dependent on having vibrant Posts that are relevant and engaged locally and offer creative activities and beneficial programs that inspire participation while supporting the Society’s Strategic Plan. RVPs are the communications link between the SAME National Office and Posts. They enable Posts to succeed locally and be an integral part of the Society.

Purpose of Communications:
1. Ensure Posts understand the Society’s Strategic Plan
2. Ensure that National requirements/documents/reporting are being completed
3. Ensure the SAME National Office understands what the Posts need to succeed and they have the requisite tools and support to make it happen
4. Share best practices

Frequency of RVP Communication:
1. Minimum of one visit to the Post each year
2. Monthly communication (sharing of best practices, messages from the National Office, etc.)
3. Quarterly phone calls to encourage Posts to interact with each other in the Region

Ensure Communication Compliance with National Guidelines:
In an effort to support the “One Society” theme across all SAME sectors, RVPs should monitor and ensure that Society guidelines are being implemented. The SAME National Office offers templates to assist the Posts.

1. **Website.** The National Office offers Posts web support—including a website template, and hosting and maintenance—that is integrated with the SAME National website and linked directly to the SAME member database. This website service allows for Posts to have an individualized Post website, based on a template that presents a “One Society” branded look. Additionally, it enables the National Office to provide strong support to Posts for hosting and technical maintenance as well as Post content updates, as needed.

2. **Social Media and Emails.** Social media channels provide a great way to communicate news, information, updates and more. Encourage Posts to visit the following site for guidelines: http://www.same.org/Portals/0/same.org/inside_pages/documents/connected/post_knowledgecenter/bestpractices/SocialMedia.PDF?ver=2016-06-22-112455-313
3.0 OPERATIONS

Post operations is the responsibility of the Post President and the Post Board of Direction. RVPs are available to assist the Post in meeting the National requirements, understanding best practices for Post management, and assisting with other key elements important to the success of the post. At a minimum, the RVP should be engaged in the following Post operations matters:

A. Installation of New Officers. Visit each Post within the Region at least once each year and install new officers as requested by Post Presidents. The Deputy RVP can also help support the Posts at the request of the RVP. (The procedure for installation of new Post officers is presented in Section 11.0 of this manual.) Communicate to the new post leadership that Posts must submit the online “Change of Post Officers” and “Post POC” form immediately upon installation of new officers. This report can be found on the SAME national website within the Post Resource Center under “Get Connected.” Please ensure that all officers are active SAME members.

B. Volunteer Recognition. The RVP should provide recognition at the Regional level throughout the year and at Regional conferences and events. The RVP should communicate throughout the year with the Post leadership to identify individuals or Sustaining Members that provide outstanding contributions. RVP can present RVP Medals or RVP Coins.

\[a. \text{ RVP Medal.} \text{ The RVP should recognize outstanding contributions by individual or sustaining members in the Region. The RVP Medal should be presented to those individuals and organizations that have demonstrated exemplary service over a time period or significant contribution to a specific event. The RVP Medal is now presented in a shadow box with an engraving plate for the recipient’s name, month and year of receiving award and can be ordered online at http://www.same.org/Online-Forms/RVP. Please allow for three (3) weeks to receive the personalized shadow box.}\]

\[b. \text{ RVP Coin.} \text{ The RVP Coin may be given to individuals or groups to recognize contributions to the SAME mission. The coins are provided at no cost to the RVP. There is no limit to the number of coins presented with the understanding that the coins are to recognize a specific and above-ordinary contribution.}\]

\[c. \text{ Unique Situations.} \text{ The SAME store also offers SAME plaques for presentations. There are several different sizes of plaques available; each has the SAME insignia in pewter or bronze and a plate for local engraving. RVPs should contact the SAME Post Operations Specialist to obtain RVP medals and visit the SAME store for other memorabilia and plaques (www.same.org/store).}\]

C. Fellows Nominations. The RVP should work with the Regional Fellows Point of Contact in supporting the Posts in nominating candidates for induction into the Academy of Fellows. The RVP is required to provide an Endorsement Letter for nominees sponsored by the Posts. If nominees are not selected, the RVP should ensure that the Regional Fellows Point of Contact and Posts are evaluating the debrief and working with the nominee for future submission, if applicable.

D. Streamer Assistance. The RVP should encourage Posts to assess their annual programs to ensure that the Posts are aligned with the published SAME Strategic Plan and promote participation in the Streamers Program. The RVP should communicate with the Posts to reinforce that Streamers allow for alternate performance for each Streamer to be considered for credit during Streamers evaluations.

E. Succession Planning. The RVP should work with the Post leadership in identifying and developing individuals with the potential to fill key leadership positions in the Society (i.e., future RVP, National President, Elected Directors, etc.). Through succession planning, and investing in our future leaders, the Society will retain valuable volunteers. The RVP will continue to work with the Posts to ensure that these individuals are participating in annual training and engaging with others in the Society.
F. **Activation of Posts.** If a Field Chapter or other organized group of members desires to charter a new Post, the RVP should provide assistance in a responsible manner. New charters are to be issued with the highest degree of confidence that the new Post will be successful. Proper due diligence should be undertaken to prevent the start and subsequent closing of a new Post. Considerations that should be taken into account include:

1. Was the prospective Post a Field Chapter?
2. How long has the prospective Post been holding organized meetings?
3. Is there a Board of Direction identified?
4. Is there a commitment from membership to join the Post?
5. Are Sustaining Member companies inclined to join?
6. What will incentivize membership in the new Post?
7. Have the prospective Post leaders served in leadership positions in other Posts?
8. What are the geographical conditions to other Posts and if there are Posts within a 100 mile range, what will make this Post stand out from their nearest active Post?
9. Are there other professional organizations/societies in the area that the new Post could partner with on programs, activities and opportunities to create value for members?
10. Has the prospective Post established a charter with supporting member signatures and bylaws?

G. **Deactivation of Posts.** The deactivation of a Post is based on an assessment that the Post no longer has the resources or support of individual or Sustaining Members to elect a Board of Direction and conduct meaningful programs. Prior to deactivation, the RVP should complete a full assessment including:

- Communications with current and past Post leaders, public and private industry in the area, and remaining members to assess the viability of maintaining or agreement to deactivate the post.
- Review of Post activity with the National Office including submission of annual reports, 990 filings, Streamers participation and, attendance at Post Leaders Workshop.
- Review of any remaining Post funds, including bank information and signatory authority.

If the proper course of action is clearly to deactivate the Post, the RVP must notify the SAME Executive Director, in writing, of a recommended effective date and plan of execution.

Any remaining funds will be returned to the National Office Post Operations budget. Where there may be a separate Education and Mentoring account, those remaining funds will be turned over to the SAME Foundation.
4.0 MENTORING

A key role of the RVP is to serve as a mentor to Post Presidents and leaders. There is no complete list of topics to be considered, but the below list provides some of the items that a Post may be looking for guidance on. These are also areas that an RVP has insight to across the Posts in a Region. The RVP can help share best practices of the Posts that have come up with a solution along with personal experiences to assist a Post. Under each topic are a set of questions that can aid in discussions.

A. Post Strategic Planning: Does the Post have annual goals? Did the president set priorities and objectives? Are the goals linked to the SAME Strategic Plan?

B. Streamer Achievement: Is there a plan to meet the Streamers requirements? Is there a lead for tracking progress on Streamers and reporting back to the Board?

C. Young Member Engagement: Is there a core of Young Members that can be used to expand the program? Are you putting young members in leadership positions? Is the Post doing programs that are seen as value added to Young Members?

D. Utilization of Fellows: Are there SAME Fellows on the Board? Is the Post using Fellow(s) as mentors? How are they engaged and supporting the Post?

E. SAME National Resources Available to Assist Post Operations: Is the Post aware of all the online tools available through SAME national, including website hosting, program speaker support, Communities of Interest engagement, membership tracking support, stipends for attendance to functions, training sessions, etc.?

F. Financial Operations: Does the Post have an approved operating budget? When was the last audit? What is the major fundraiser?

5.0 DEVELOPING NATIONAL LEADERSHIP

The RVP should seek out and encourage interest in Regional and National level positions within SAME. Advertise opportunities to serve. Educate and train SAME’s future leaders, including letting Post leadership know what the RVP’s duties and capabilities are. Identify prospective candidates for RVP, Deputy RVP, Assistant RVP/Regional Secretary, and National level positions and introduce them to those who currently serve in those positions.

6.0 QUALIFICATIONS FOR RVP

The recommended qualifications of an RVP are as follows. However, the Region has the final decision on electing an individual that it believes will best represent the Region:

A. Have the desire and be willing to devote the time to fulfill the responsibilities of the RVP position.

B. Be an active member of the Society as an individual member or as a Sustaining Member representative.

C. Demonstrate an ability to develop and maintain positive working relationships with the primary membership segments of the Society—industry professional, uniformed services member, government civilian, and Sustaining Member company—at the Post, Regional and National levels. Have held at least one leadership position at the Post level by serving as a Post President, elected officer or director, or Committee Chair.

D. Be able to commit to a minimum of two-year term, with an optional third year. Have corporate or public agency support to underwrite the RVPs costs and attendance at Regional Education and Training Symposiums, the annual SAME Joint Engineer Training Conference & Expo, the annual SAME Small Business Conference, and travel within the Region to visit Posts.
7.0 ELECTION PROCEDURES FOR RVP

As stated in the SAME Bylaws, each Region is responsible for adopting its own election process, subject to the approval of the Executive Committee. RVPs should begin the process of identifying a successor RVP after completion of their first year if they plan on serving two years. The term of office for an RVP is two years, but if warranted, a one-year term is acceptable. RVPs may succeed themselves, if reelected, for one or two years, but are limited to a total term of no more than three years. Unless circumstances warrant otherwise, RVP terms of office begin at the Board of Direction meeting following the SAME Joint Engineer Training Conference (JETC), held in May. Following is an approved election procedure; others will require approval of the Executive Committee:

A. Individuals desiring to serve as RVP should notify their primary Post President and request official consideration. Post Presidents should forward recommendations to the RVP in a timely manner. The RVP may also nominate an individual of his or her choice. Deputy RVPs that desire to serve as RVP should be given special consideration. The RVP then recommends a candidate to the Post Presidents. The Post Presidents should be instructed to vote for the recommended candidate. A majority of the Presidents of the active Posts that vote are required for a candidate to be elected as the new RVP. Once the Region has elected a new RVP, the information should be provided to the SAME Executive Director, who shall inform the Society National President.

B. Once the Region elects its new RVP, he/she should be designated as RVP-Elect and should assist the current RVP in planning a transition. The new RVP will be installed at the next National Board of Direction meeting.

C. If an RVP proposes any other system than is described above, he/she should send the proposed procedure to the SAME Executive Director so that the Executive Committee may approve the procedure as prescribed in the Constitution and Bylaws.

There are additional documents and resources on RVP election procedures in the RVP folder on the Post Resources Center Document Exchange website: https://www.same.org/Document-Exchange?EntryId=382
8.0 PROVISIONS FOR RVP IN THE SOCIETY’S CONSTITUTION & BYLAWS

D. **Constitution.** Under Article IV.3. “Regional Vice Presidents (RVP) shall be elected for two-year terms within their respective Regions, as prescribed by the Bylaws.” The term may be extended for up to two additional years with the concurrence of the Executive Director.

E. **Bylaws.** Under Article VII.7, “Regional Vice President positions shall be filled through elections conducted in the regions within which they occur, and officers so elected shall serve for a period of two years commencing on the date of the spring Board of Direction meeting. A Regional Vice President may remain in office once elected for an additional year without re-election by submitting intentions in writing to the National Officer who oversees RVPs. Final decision for extensions will be made by the President and Executive Director. Regions should plan for succession by assigning Deputy Regional Vice Presidents when appropriate.

F. **Regional Organization.** The Society is geographically organized into 17 Regions, under which are chartered Posts. RVPs are members of the National Board of Direction. RVPs may be invited to speak at Post meetings or to install newly elected post officers. RVPs are encouraged to utilize a Post President’s distribution list to facilitate communications with Posts in the Region.

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<th>SAME Regions</th>
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<td>Rocky Mountain</td>
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<td>Carolinas</td>
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G. **Deputy Positions.** RVPs are encouraged to appoint one or more deputies to assist in achieving the Society’s Goals and Objectives in the Region. These Deputy RVPs are appointed by the RVP for a term that coincides with his/her term; the successor RVP can reappoint the same individuals as mutually agreed to by the new RVP and the incumbent Deputy. Deputy RVPs can represent the RVP on National Committees and at meetings of the Board of Direction, but cannot vote for the RVP at such meetings.
9.0 SHARING OF BEST PRACTICES BETWEEN POSTS

Best practices are proven, successful samples, templates and documents that Posts have used for their many events, programs and activities. The SAME National Office has created a website (http://www.same.org/Document-Exchange) that has a plethora of templates, samples and documents that Posts can utilize, and also share and upload their own best practices.

It is important that the RVP is familiar with the Post Resource Center webpage (http://www.same.org/Get-Connected/Post-Resource-Center) to better support Post leaders. This webpage covers:

A. Post Best Practices—including Wounded Warriors initiatives, Veterans programs, STEM Camps, Young Member activities and more.
B. Streamer Criteria and Awards
C. Post Operations & Administration
D. Post Financial Guidelines
E. Online Roster Access
F. RVP and Post leader Links & Forms

10.0 RVP BEST PRACTICES EXAMPLES

A. Send instructions and reminders to Post Presidents and Post Secretaries at least three months in advance of due dates, with a follow-up at least one month in advance.
B. Coordinate the proposed dates for any Regional Symposium with the Executive Director or his designated representative at least 12 months, and preferably 18 months, prior to the event and prior to signing any contracts. Ensure all events are listed on the SAME National Calendar: https://www.same.org/calendar
C. Maintain and share with Post leaders, and adjacent RVPs, a calendar that can be used to de-conflict and advertise events with adjacent Posts, including Posts immediately outside the Region.
D. RVPs should request calendar updates from Posts at least quarterly, including monthly meetings, speakers and topics, and special events.
E. Make suggestions and recommendations for improvement/offer suggestions for the Posts' consideration.
F. Address e-mails and letters to individuals whenever possible. Impersonal e-mails to "all presidents" or "all officers" are not nearly as effective as personal correspondence.
G. Recommend sharing at least one best practice with Post leaders at least quarterly.
H. Encourage Posts to conduct after-action reviews following significant events with an eye toward continuous process improvement.
I. Encourage Post leadership participation when SAME National-level training (e.g. Post Leaders Workshop, Small Business Conference, and Joint Engineer Training Conference) is approaching and find out who the Posts are sending.
J. Encourage participation and make it a point to spend time with Post leaders at these training opportunities.
K. Monthly updates via email regarding deliverable deadlines (i.e., Annual Report, Change of Post Officers, Tax Information etc.)
L. Monthly Maintenance of a Regional calendar identifying Post meetings and special events.
M. Provide incoming Post Presidents with a copy of the Post Operations Manual.
N. Schedule Post leader gatherings at National-hosted events (i.e., JETC and SBC).
O. Develop Regional notecards to send to Post leaders, Board of Director members, and speakers.
P. Support Streamer Submissions. Visit the Post Resources Document Exchange website for sample submissions:
Q. Engage Posts in Regional initiatives.
R. Provide summary communications surrounding National events.

11.0 INSTALLATION OF OFFICERS

A. The presiding officer (such as the outgoing Post President) introduces the installing officer who is normally a Society officer or director (such as an RVP), or a senior member of the Post.

B. The installing officer asks the new officers (except the President-Elect) to come forward and stand at his/her left in this order: Vice President, Secretary, Treasurer, and Directors. (If there are additional officers, they should form in the line at the appropriate places.)

C. The installing officer introduces these newly elected officers and asks them as a group: "Do you pledge yourselves to support the Society's Strategic Plan and carry out faithfully the duties of the offices to which you have been elected or appointed?"

D. All of the new officers' respond: "I do."

E. The installing officer asks the outgoing and new President to come forward. (They do so and stand at the "installer's" right; the new President next to the "installer.")

F. The installing officer asks the outgoing President to present the Post Charter and Post Bylaws to the President-Elect. (This is done.)

G. The installing officer asks the new president: "Do you pledge yourself to support the Society's Strategic Plan and carry out the duties of the President of the ____________ Post to the best of your ability?"

H. The new President responds: "I do."

I. The installing officer then states: "I now declare the newly elected officers and directors of the ____________ Post to be duly installed."

J. The installing officer may then make any appropriate remarks about the ceremony, the outgoing group, or the newly installed group. These may include laudatory remarks about the Post's accomplishments, or perhaps challenge the newly installed group to achieve certain goals or objectives.

K. By prior mutual agreement, either the presiding officer, or the outgoing or new Post President, then takes control of the meeting to close and remind the members of the next meeting date, time, and location.
12.0 REGIONAL JOINT ENGINEER TRAINING SYMPOSIUM GUIDANCE

SAME Regions are welcome to hold Regional Joint Engineer Training Symposiums (JETS). The events must be held with approval of the SAME National Office and coordinated according to established guidelines as noted below. The RVP is involved throughout the process of organizing a Regional JETS.

A. Purposes of JETS. JETS are held to support the mission, vision, and strategic goals and objectives of SAME, to include:
   1. Facilitate dialogue and networking among the uniformed services and industry in a professional and social setting.
   2. Provide education and training of importance to SAME members, including the awarding of PDHs to satisfy member continuing educational requirements.
   3. Gain insight on future program and project opportunities from federal, state and local agencies in the region.
   4. Provide mentoring activities for Society Young Members and College Students.
   5. Introduce SAME to potential new members.

B. Decision to Hold a JETS. RVPs are responsible for assessing the need for and feasibility of a Post or Posts hosting a JETS. Consideration should be given to the extent to which other Post and National events provide ample opportunity for meeting the purposes of the JETS, available financial support from Sustaining Member companies, the ability of government agencies to support the event with speakers, and the support from other Posts in the Region(s) to utilize the JETS to accomplish their goals and objectives. SAME encourages Regions to partner with other regions in conducting a JETS.

C. Conferences Name. As of January 2012, Regional Conferences should follow this format: “2013 TEXOMA and Missouri River Joint Engineer Training Symposium (JETS), hosted by the Oklahoma City Post.” This standard was put in place for branding and consistency purposes, and most importantly, to better support government and young member participation.

D. Selection of Dates and Partnering Opportunities.
   1. In order to avoid conflicts, conference dates should be cleared with and approved by the RVP and the SAME Executive Director prior to contractual arrangements being made. Prior to seeking approval, the Host Post should ascertain whether the proposed dates conflict with any other major events in the Region so as to avoid conflicts wherever possible.
   2. Conferences should be scheduled such that no two Regional Conferences occur in the same week and there are no conflicts with primary religious holidays, federal government holidays and the following SAME National-sponsored events:
      a. SAME Capital Week in March each year.
      b. SAME Joint Engineer Education and Training Conference & Expo (JETC) in May each year.
      c. SAME Small Business Conference (SBC) in November or December each year.

For additional information on Regional JETS, contact the SAME National Director of Meetings & Marketing at 703-549-3800 Ext. 150.
13.0 OTHER INFORMATION & RESOURCES

The SAME national website (www.same.org) offers numerous forms, webpages, and resources to enable RVPs and Posts. Below is a list of helpful links:

- SAME National Governance Documents: www.same.org/Governance
- Post Resource Center: www.same.org/Get-Connected/Post-Resource-Center
- List of SAME Posts: www.same.org/Get-Connected/Find-a-Post
- SAME National Office Staff Listing: www.same.org/Meet-the-National-Staff
- List of SAME Committees & Councils: www.same.org/Committees-Councils
- SAME National Awards & Recognition: www.same.org/awards
- Ordering an RVP Medal: http://www.same.org/Online-Forms/RVP
- Utilizing the SAME Logo and Insignia: www.same.org/Get-Connected/Brand-with-SAME
- Centennial Planning Task Force: https://www.same.org/Committees-Councils/Centennial-Planning
- SAME Foundation: https://www.same.org/foundation
Board of Direction Travel & Lodging Guidance

SAME Board of Direction meetings are typically held in conjunction with JETC and SBC.

Industry/Private Sector National Board of Direction Members

Registration - We are pleased to offer a 25% discount on registrations. The discount may be combined with early bird prices to maximize your savings. Please visit the conference website to register. To receive the discount, enter the appropriate discount code on the review page of the on-line registration form; the code will be provided to you prior to each event. To get the discounted registration rate, board members must stay within the official hotel block...the discount will be removed from your record if it is found you are staying at a hotel outside of the official block (local members excepted) and you are responsible for any resulting balance due.

Lodging – For your convenience, a block of rooms is set-aside for the Board at the event hotel(s). Please reserve your room on your own using the official housing site; instructions will be provided to you for each event.

• Under “select your guest type”, choose “I have an access code”
• Enter the code provided for each different event

*Please note that RVP Stipends for visiting Posts may not be used for JETC or SBC

Government (Uniformed and Civil Service) National Board of Direction Members:

Registration - We are pleased to offer a complimentary registration to each event. Please visit the conference website to register. To receive the discount, enter the appropriate discount code on the review page of the on-line registration form; the code will be provided to you prior to each event.

Travel and Lodging - SAME offers a travel stipend to government members of the National Board of Direction (this includes state and local govt.).

• Lodging - SAME will pay the hotel directly for your accommodations in order to attend the Board meeting and JETC, for arrival the day before the Board meeting and departure through the end of conference activities (typically four to five nights). You will reserve your room on your own by following instructions provided prior to each event.

Please note: You will be asked for a credit card to reserve the room but SAME will pay your stay. At check in, you will be asked to provide a credit card for incidental which are at your expense. Cancellation fees are according to the hotel’s cancellation policy

• Per Diem/Meals - SAME does not provide per diem or reimburse for meals, as most meals are provided at the conference.

• Airfare – SAME will pay for the airfare for government board members up to $500 for CONUS and $1,500 for OCONUS. Airfare must be booked via the travel agent at least 21 days in
advance. A link to SAME’s travel agent will be provided.

- **Individuals purchasing tickets on their own may not be reimbursed.**
- In the event an individual needs to cancel attendance, the cost of the purchased ticket or change fee is the responsibility of the individual.
- **SAME does not pay for baggage fees or airport parking.**

- **Local Transportation** - SAME does not reimburse for local travel (i.e. Taxi/Uber/Lyft; transfers to and from airports; parking at your home airport, etc.).
- **Driving** - For those within driving distance to BOD meetings at events, SAME will reimburse government board members up to $500 for mileage and parking for up to five nights. You must complete an expense report within 30 days of the event to include a map of your driving route and receipts for parking expenses. An evaluation should be made on whether it is more cost effective to drive or fly and the more cost-effective method should be used.

**National President, President-Elect, Past President, and Vice Presidents**

**Registration** - Complimentary registration to National events (DOD, JETC, and SBC) will be provided if the individual is representing SAME on the public stage. Personal assistance with the registration process from the National Office will be provided.

**Lodging**

- The National President is provided complimentary room nights at SBC and JETC (for JETC occurring at the end of term year). Reservations will be made by the National Office.
- The President-Elect, Past President, and Vice Presidents MAY be offered complimentary room nights, based on availability of complimentary room nights offered or earned via facility contracts. If this is the case, the National Office will contact you and make your reservations or take care of your existing reservation if made in the correct block.
- **Baggage fees, meals, rental cars, parking and mileage to/from home airport will not be reimbursed.**

**Regional Vice Presidents**

SAME provides a pool of travel funds to help RVPs visit the Posts in their region annually. An expense report with receipts must be submitted within 30 days of the visit to be reimbursed. Reimbursable expenses include:

- Travel to/from the post (airfare; train; taxi/Uber/Lyft; or mileage at the prevailing government rate as well as tolls or parking)
- Hotel (room and tax)
- Registration fees for SAME Post or Regional events, or a joint event with a partner organization
- **Baggage fees and meals are not reimbursable.**
- The RVP stipend may not be used to attend JETC, SBC, Capital Week, or other National events.

**Post Leaders Workshop:** SAME will provide the following for RVPs or Deputy RVPs who attend PLW for their region:

- Complimentary registration
- Two nights hotel for CONUS attendees, or three nights for OCONUS attendees.
- Airfare up to $500 for CONUS and $1,500 for OCONUS. Airfare must be booked at least 21 days in advance via SAME’s travel agent. A link and instructions will be provided upon request.
  - **Individuals purchasing tickets on their own may not be reimbursed.**
  - In the event an individual needs to cancel attendance, the cost of the purchased ticket
or change fee is the responsibility of the individual.

- Expense report with receipts must be submitted within 30 days to be reimbursed for:
  - Driving - For those within driving distance of PLW, SAME will reimburse RVPs up to $500 for mileage and parking. You must include a map of your driving route and receipts for parking expenses. An evaluation should be made whether it is more cost effective to drive or fly and the more cost-effective method should be used.
  - Taxi/Uber/Lyft to and from the PLW location airport.
  - Baggage fees, meals, rental cars, parking and mileage to/from home airport will not be reimbursed.

_BOD Contact/National Events: Kathy Off, koff@same.org, 703-549-3800 ext. 153
RVP Contact: Jill Murphy, jmurphy@same.org, 703-549-3800 ext. 120_
## Purpose Of Trip:

<table>
<thead>
<tr>
<th>EXPENSES</th>
<th>DESCRIPTION</th>
<th>Amount</th>
<th>Account</th>
<th>Project Code</th>
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</thead>
<tbody>
<tr>
<td>Air Travel</td>
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<td>5510</td>
<td>490</td>
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<tr>
<td>Lodging</td>
<td></td>
<td>5510</td>
<td>490</td>
<td></td>
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<tr>
<td>Rental Car and Gas</td>
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<tr>
<td>Postal Leaders Lunch or Dinner</td>
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<td>5510</td>
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<td>Member Recognition</td>
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<td>5510</td>
<td>490</td>
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<tr>
<td>Privately Owned Vehicle</td>
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<td>5510</td>
<td>490</td>
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</tbody>
</table>

### TOTAL EXPENSES

**Allowable Expenses Include:** Airfare, lodging, rental car (including gas), hosted meal with Post Leaders and Member Recognition which can include a Gift Card or other gift not to exceed $50.00. If using a privately owned vehicle to travel outside the local area (50 miles), SAME will reimburse for mileage at the 2019 IRS Standard Mileage rate of $0.58 per mile. Provide Map route directions to support mileage. Airfare will be reimbursed for only economy fare and at a price not to exceed a 14-day advance purchase. **Expense form with receipts must be submitted within 30 days of travel.** Submit receipts and expense report to SAME National Office, Stacy Smith, at smith@same.org.

I request reimbursement for these travel expenses to support post operations in my region.

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**RVP Signature**

**Date**

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**Authorization by Jill Murphy**

**Date**