



The Society of American Military Engineers

Enlisted Committee Charter

Mission. The mission of the SAME Enlisted Committee (hereinafter “The Committee”) is to promote professional development for the Total Force enlisted community, oversee the integration of enlisted members throughout the spectrum of SAME operations; advocate and engage enlisted support of SAME’s Strategic Plan through outreach, training, networking and recognition, and provide value added to enlisted members; mentor enlisted members, and voice & address concerns of enlisted service members.

Membership. Membership in the community is open to all with an interest in enlisted matters relating to SAME. The Committee is open to all SAME enlisted members, retired, active, guard, and reserve in good standing. Leadership for The Committee 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 Committee Chair. Every effort will be made to ensure that leadership positions are service diverse, especially during succession planning.

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

Appointment of Chair and Vice Chairs. Twelve 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 from the current Chair of The Committee, after consultation with the Leadership Team, and approval from the SAME Vice President overseeing Committees & Councils, and the SAME Executive Director. It is the intent of The Committee that sitting Leadership Team members be fully considered for the Chair position, but the incoming Chair need not have served on the Leadership Team. The Chair may serve only one term. At the time of appointment, the nominee will become the Chair-Elect and work with the Chair to ensure a smooth transition.

The Vice Chair positions on the Leadership Team are appointed for a one-year term by the incoming Chair, after consultation with the current Leadership Team, based upon desire to serve, needs of The Committee, and the individual’s commitment to SAME 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. The term limit for all Vice Chairs is 4 years.

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

1. **Chair.** Provide overall direction and management of The Committee by establishing goals and objectives annually that align with the Society's goals, objectives, and focus areas. Represent The enlisted community as a voting member on the National Board of Direction. Fill Leadership Team positions as needed to accomplish the mission of The Committee.
2. **Chair-Elect.** When appointed, assist the Chair and prepare to assume the Chair of The Committee. Provide overall support and guidance to the Committee Chair. Preside over Committee events or act on behalf of The Committee when the Chair is not available.
3. **Secretary.** Schedule monthly council meetings and send a reminder to all Leadership Team members and Liaisons. Prepare Committee meeting minutes and allow for review from The Committee members before finalizing. Provide finalized minutes to The Committee. Ensure the Enlisted Committee portion of the SAME National website contains accurate and up-to-date information on the Leadership Team and The Committee's current events.
4. **Advisor/Mentor.** Serves as a counselor and helps guide the activities of The Committee. Recommended that this position be filled by someone who has at least 5 years of experience as a SAME member.
5. **Vice Chair, Mentoring and Recognition.** Work directly with the appropriate Academy of Fellows and Young Member Council Vice Chairs in promoting and improving the Society's mentoring programs. Promote the recognition of Enlisted Members through the Society, Region and Post programs by advocating for Enlisted Member award submissions and highlighting Enlisted Member and Post accomplishments in the quarterly Young Member newsletter. Provide input to SAME National on soliciting the Foundation to support Enlisted Member education and mentoring programs. Serve on national award selection committees.
6. **Vice Chair, Post Communications.** Responsible for developing and maintaining communication between The Committee and all SAME Posts. He/she will build and maintain a roster of POCs representing each Post to be maintained at SAME National. Advocate to Post POCs for feedback concerning enlisted issues and report all Enlisted Committee activities & new initiatives to Post POCs.
7. **Vice Chair, Membership.** Track all SAME enlisted members and provide monthly reports to The Committee. Assist with the development of a new member outreach program to welcome new enlisted members to SAME. Build and maintain email distribution lists for all SAME enlisted members. Provide outreach to those members nearing membership expiration. Assist new members and members that move to a new geographical area with identifying the nearest Post and Post POC. Act as the Enlisted Committee representative on the SAME Membership Committee (Strategic Planning Subcommittee).
8. **Vice Chair, Social Media/Publicity.** Responsible for maintaining all social media pages associated with the Enlisted Committee and will act as the primary site admin for each. Responsible for posting Enlisted Committee activities on social media pages to include cross-posting on the SAME Young Member Linked In page. Monitor communication via the social media links, ensuring it maintains a professional image at all times. Acts as a

clearinghouse for information from and to Posts regarding enlisted activities and provides information to SAME National for The Committee's web site, publication in *Real TIME*, and *SAME TME*.

9. **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

Service specific liaisons. Will act as representatives for each individual service branch and provide direct outreach to all enlisted members respective to each branch. Acts as the primary POC for service related enlisted issues. Works to enhance communication between The Committee and service specific personnel.

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

Operating Guidelines

- The Committee shall prepare an annual work plan; submitted in accordance with the Society's bylaws. The annual work plan may include, but not be limited to, facilitating mentoring relationships between enlisted members and Fellows of the Society, assisting Posts with promoting enlisted programs, enlisted outreach programs to facilitate active involvement within the Society, and ensuring programs relevant to enlisted members are included in SAME Regional and SAME National conferences. The work plan shall be reflective of the Society's Focus Areas and Strategic Plan.
- The Vice Chair of Post Communications, in consultation with the Chair and Vice Chairs, will provide news and updates to the Chair to transmit to all Society enlisted members.
- The Committee will conduct business via teleconferences and will have at least one Committee meeting each year at the annual Joint Engineer Education and Training Conference. Other meetings of the Leadership Team or The Committee should be planned as determined feasible by the Leadership Team.