



Society of American Military Engineers

Membership Community of Interest Charter

September 10, 2020

The Membership Community of Interest (COI) was formally approved by the SAME Board of Direction (BOD) on March 7, 2018.

Mission

“Develop and communicate to all Posts the strategies, best practices and tools that are most effective for them to grow their membership, to foster greater member engagement and leadership, and to enhance their members’ experience with SAME, further enabling each Post to support the current Strategic Plan of the Society.”

Strategic Line of Effort: COI supports all Strategic Plan Lines of Effort and all members

Purpose

As an operational COI, the Membership COI serves as an extension of the National Office to provide operational support across the entire society membership. Working in concert with our assigned National Liaison, the COI exists to help strategize, organize and focus teams of volunteer COI participants to take on and complete specific objectives identified each year in the COI’s annual workplan in direct support of member-impactive objectives identified in SAME’s Strategic Plan.

Objectives

1. Develop and foster the next generation of world class military, government civilian and industry leaders for the Society and our nation in support of the SAME Strategic Plan.
2. Understand individual strengths and how to apply these strengths to achieve success.
3. Understand team concepts including roles, responsibilities, accountability, and groups.
4. Develop leadership skills through training, assignments, service project, and opportunities.

Deliverables

Identified within the COI’s subcommittees and any working groups for specific tasks that support the objectives identified each year in the annual workplan.

Annual Milestones

- The COI will host quarterly calls to include both COI members as well as Post Membership POCs
- The COI will produce and host 4 webinars annually
- The COI will meet in-person or virtually during JETC and SBC
- The COI will participate in PLW annually

Official Steering Committee Members

COI Chair – leads the COI Steering Committee and serves on the National Board of Direction. The Chair serves normally a 2-year term, but may request in writing to the National VP, a one-year extension. The Chair guides the COI in its role as an operational COI serving as an extension to the National Office. The Chair’s role is to strategize, organize and focus teams of volunteer COI participants (through the subcommittee Vice-Chairs) to take on and complete specific objectives identified each year in the COI’s annual workplan to directly support membership-impacting objectives of the Strategic Plan.

COI Vice-Chair, Strategic-Cultural Subcommittee – supports the formation and completion of annual COI workplan goals and objectives by coordinating volunteer efforts on set tasks focused on high-level initiatives (processes and procedures) that will have a society-wide impact for all members. The Vice-Chair provides individual members with avenues to apply their interests and expertise, and helps recognize contributing members in order to grow their leadership engagement within the subcommittee and the COI.

COI Vice-Chair, Tools Subcommittee - supports the formation and completion of annual COI workplan goals and objectives by coordinating volunteer efforts on set tasks focused on “tactical” areas (tools and resources) to help Posts recruit, retain and engage members. The Vice-Chair provides individual members with avenues to apply their interests and expertise, and helps recognize contributing members in order to grow their leadership engagement within the subcommittee and the COI.

COI Vice-Chair, Military/Government Engagement Subcommittee – supports the formation and completion of annual COI workplan goals and objectives by coordinating volunteer efforts on set tasks focused on enhancing Industry-Government Engagement (IGE) at the post level as well as growing military and/or civilian government member recruitment. The Vice-Chair provides individual members with avenues to apply their interests and expertise, and helps recognize contributing members in order to grow their leadership engagement within the subcommittee and the COI.

Prior COI Chair – provides important continuity for the COI, to not only the Chair but all of the Steering Committee members, contributing perspective and lessons-learned from their tenure.

National Office Liaison – coordinates activities with internal National Office staff; assists with COI leadership transitions and interpreting National Leadership direction and guidance; coordinates all communications with Post POCs and COI members to include: email blasts, managing conference call numbers, webinar scheduling, newsletters, and updating the COI webpage.

Working Groups

As needed, specific Working Groups within the COI will be established with deliberate timeframes and prescribed goals to focus on a particular area of interest. The Working Group serves as an extension of the COI and is accountable to the COI Steering Committee. A Working Group may be initiated by and fall under the responsibility of a specific Subcommittee.

COI Liaisons

Liaison to Enlisted COI

DIWG liaison to Small Business COI

DIWG liaison to KLDC

Meeting Frequency

Steering Committee: Coordination calls are conducted quarterly with the SAME VP.

Subcommittees: Vice-chairs schedule and conduct subcommittee calls as needed to coordinate their activities and actions in support of the annual workplan objectives, no more than monthly and not less than quarterly. These meeting calls will be used to assess progress towards completion of tasks and meeting milestones.

All COI: Meetings and calls for the entire COI (all Post level Membership Chairs/POCs are also invited) are held quarterly, either in conjunction with annual meetings (JETC, SBC and PLW) or in a virtual format.

Communication

Every COI member is assigned to one of the COI's three subcommittees, either according to their preference or if no preference is expressed, the member is automatically assigned to one.

Communications via phone or video conference and email will be the primary mode for sharing information, issuing guidance, and obtaining updates on status.

COI-wide calls and COI-sponsored webinars invites are sent out by the SAME Staff Liaison, in order to capture both the roster of COI members, as well as the Post-level Membership Chairs/POCs roster, which will include individuals who may not be affiliated with the COI but have vested interests in the COI's activities and tools development.

Steering committee call invites are set-up and managed by the COI Chair who also runs these calls.

Subcommittee calls invites are set-up and managed by the respective Vice-Chair.

Face to face COI meetings will take place in conjunction with SAME National Events: JETC, PLW, and SBC. If any event is changed to a virtual format, the COI meeting is also shifted to virtual.

The members will participate in regularly scheduled meetings. Members, especially those in COI leadership roles, will arrange to have appropriate representation during said meetings when he or she is unable to attend.

Members are encouraged to reach out and communicate with their respective Post's board leadership peers as well as any peers in other national COIs in which they participate, for any assistance or ideas on member-focused initiatives or needs and sharing these back to their assigned subcommittee.

Key Leader Development

The Chair selects a Chair-elect shortly after assuming the role as COI Chair. As a good practice and in accordance with COI Operations manual, the Chair-elect is normally chosen from one of the members of the steering committee who serve as Vice-Chairs of the active subcommittees. Each Vice-Chair must also identify someone within their subcommittee, or in some cases from another subcommittee, who can serve as a deputy to the Vice-Chair so that they can be groomed over the year for eventually leading the subcommittee in the event the Vice-Chair is to move into a Chair-elect role. All Steering Committee Members are to look for opportunities to recognize emerging leaders within the various subcommittees and to recognize those volunteer COI members who make significant contributions to the COI's objectives for that year.