

Society of



American Military Engineers

# Regional Vice President Manual

*Updated 2026*

## SAME Mission, Vision & Strategic Goals

### Our Mission

Lead collaboration in support of our national security priorities.

### Our Vision

Serve as the trusted integrator across the A/E/C and related professions in addressing our nation's economic and security interests at home and abroad.

### Our Enduring Purpose

Promote solidarity and cooperation between engineers in civil and military life. Disseminate technical knowledge that advances engineering in support of national defense. Uphold the highest standards of the profession in service to patriotism and national security.

### 2030 Strategic Plan Goals

- **Goal 1:** Drive Partnerships Through Focused Industry-Government Engagement.
- **Goal 2:** Deliver Solutions for Critical Infrastructure and Mission Readiness Challenges.
- **Goal 3:** Develop People to Strengthen America's STEM Pipeline and Technical Workforce.

*This manual supersedes all previous versions (Spring 2026).*

### 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 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 to preserve and maintain the best standards and traditions of the profession, all in the interests of patriotism and national security."*

— *The Military Engineer*, January 1920

Founded just 13 months after World War I, SAME has grown and evolved over 100+ years but its purpose has never changed. Today, SAME leads collaborative efforts to identify and resolve national security infrastructure challenges, uniting public and private sector professionals from across architecture, engineering, construction, environmental and facility management, cyber security, project planning, contracting and acquisition, and related disciplines.

With a national office in Alexandria, VA, SAME provides more than 22,000 members extensive opportunities for industry-government engagement, training, education, and professional development through conferences, workshops, networking events, and publications.

SAME's membership spans recent service academy graduates and retired officers, project managers and corporate executives, uniformed and public sector professionals, and private sector experts — bridging critical stakeholder gaps to help secure our nation.

SAME consists of 95 Posts, over 30 Student and Field Chapters worldwide, and a National Office staff. The organization is led by a volunteer Board of Direction comprising six National Officers, 18 Regional Vice Presidents, Chairs of the Communities of Interest, and 12 Elected Directors serving three-year terms. For more information, visit [www.same.org](http://www.same.org)

## Introduction

The Regional Vice President (RVP) is the critical link between SAME National Leadership and local Posts driving communication, strengthening Post health, and turning national strategy into local impact. Use this manual as your go-to reference throughout your term. It supplements, but does not replace, the Society's Constitution and Bylaws, which remain the governing authority. For support at any time, contact the National Office at [posts@same.org](mailto:posts@same.org).

## 1.0 RVP Role & Responsibilities

The RVP is the key link between SAME National Leadership and the Posts in their Region. Responsibilities fall across four areas:

### Strategic Leadership

1. Champion the SAME Strategic Plan. Help Posts connect their programs and events to the Society's national goals.
2. Attend National Leadership Assembly meetings at JETC and SBC as your highest priority commitment. Report to the Assembly as requested.
3. Bring the voice of your Region to national leadership. Surface challenges, roadblocks, or emerging issues that could affect the Society's mission.
4. Review each Post's website at least annually to ensure content is accurate, current, and professionally maintained. Connect Posts with National Office resources and support for website updates as needed. Encourage Post leaders to limit publicly visible member contact information to help reduce spam and cybersecurity risks.

### Post Engagement & Communications

5. Visit each Post in your Region at least once per year and install new officers as requested. For Regions covering large geographic areas, the Deputy RVP can assist with Post visits and officer installations at the RVP's discretion.
6. Communicate regularly: monthly emails for reminders and deadlines; quarterly calls at minimum (monthly preferred). Use these touchpoints to share resources, best practices, and updates.
7. Help Posts design impactful programs and events. Recommend inviting a national leader for a keynote or State of SAME address.
8. Conduct annual Post Assessments and submit reports to the National Office. Work with national staff and the Academy of Fellows to close gaps.
9. Keep Posts on track with national reporting requirements Streamers, Annual Reports, Change of Post Officers, and other deadlines.
10. Ensure all Post and Regional events are on the National calendar. Proactively manage scheduling to avoid conflicts.
11. Gather and share best practices across your Region. What works in one Post may be exactly what another needs.
12. Encourage Posts to collaborate with and attend neighboring Post's events.
13. Participate in monthly RVP calls. Use the Engage! platform to stay connected between meetings

## Recognition & Resources

14. Recognize outstanding volunteers with RVP Medals and Coins during visits and events.
15. Ensure Posts are aware of and using national tools: SAME website hosting, Re:Members, Post Resource Center, Engage! and Communities of Interest (COI).
16. Promote participation in the Post Leaders Workshop each August.

## Leadership Development

17. Support nominations for Leadership Development Programs, Academy of Fellows, Elected Directors, and Society awards.
18. Identify and encourage future leaders, especially Post leaders transitioning out of current roles.
19. Support Post succession planning by helping Posts identify and develop future leaders to ensure smooth leadership transitions and long-term sustainability.
20. Lead succession planning for the Regional Vice President (RVP), Deputy Regional Vice President (Deputy RVP), and Regional Fellows Vice Chair (RFVC) positions. Identify and mentor a Deputy RVP early in your term to support leadership continuity and future succession. Ensure an RFVC is appointed and actively serving throughout your term.

## 2.0 Operations

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Day-to-day Post operations are the responsibility of the Post President and Board of Direction. The RVP's role is to provide guidance, support, and assistance in removing obstacles to Post success. Refer to the Post Operations Manual and Post Leader Reference Guide for detailed Post-level policies, procedures, and best practices.

### Installing New Officers

Before the installation ceremony, confirm that all nominees are active SAME members in good standing. Following the installation, remind Post leadership to promptly submit the Change of Post Officers Form to ensure National records remain current: <https://www.same.org/change-of-post-officers-report/>

### Volunteer Recognition

**RVP Medals:** For individuals or organizations with sustained, exemplary service or significant event impact. Order 3 weeks in advance: <https://www.same.org/regional-vice-president-medal-request>

**RVP Coins:** For specific, above-ordinary contributions. Provided by the National Office at no cost. Transfer remaining coins to your successor at term end.

**Plaques & Store:** Pewter-insignia plaques available contact [posts@same.org](mailto:posts@same.org). SAME branded merchandise also available via the Lands' End store.

## Nominations & Programs

21. Fellows Nominations: Partner with the Regional Fellows Vice Chair to support Post nominees. Provide an Endorsement Letter for every sponsored nominee. If not selected, work with the Post to strengthen the next application.
22. Leadership Development Program: Help Posts identify one candidate, and one alternates each fall.

23. Selections are announced the following spring.
24. Streamer Program: Remind Posts that Streamer participation is required in their Annual Report. Help them understand what counts and how to submit.

## Establishing a New Post

Charter new Posts only when there is genuine confidence in their long-term viability. Always involve SAME National Post Operations from the start. Key questions to work through:

1. Was there a Post here before? If so, when and why did it close?
2. How long has this group been meeting regularly?
3. Is there a Board of Direction with at least two years of succession planned?
4. Are all proposed officers active SAME members in good standing?
5. Is there a commitment from at least 10 individual members and 3 Corporate Members?
6. What will attract and sustain membership? Are there federal installation access considerations?
7. Are there local partner organizations that could strengthen programs?
8. Has the charter application been completed with member signatures and bylaws?

## Deactivating a Post

Consider deactivation when a Post can no longer maintain a functioning Board or deliver meaningful programs. Coordinate with the National Post Operations team before recommending deactivation, the following needs to be assessed:

1. Viability through conversations and Post member survey with current and former leaders and remaining members.
2. Whether the Post could transition to Field Chapter status under a neighboring Post.
3. Post activity history: annual reports, 990 filings, Streamer participation, PLW attendance.
4. All remaining funds: bank statements, account details, and signatory authority.

If deactivation is warranted, notify the National Leader and the Executive Director in writing with a recommendation, effective date, and fund-transfer plan. The Board of Direction votes on the deactivation. General funds are to be returned to the National Office; Education and Mentoring funds can be transferred to the SAME Foundation.

## 3.0 Mentoring & Best Practices

Mentoring Post leaders is at the heart of the RVP role. Use the questions below to spark meaningful conversations not as an audit checklist. The best practices that follow come from experienced RVPs across the Society.

### Mentoring Topics

1. Strategic Planning: Does the Post set annual goals aligned with the SAME Strategic Plan and Streamers? Has the president established clear priorities the board knows and owns?
2. Streamer Program: Is there a clear plan to meet Streamer objectives? Does someone own tracking and reporting progress to the board?
3. Young Professionals: Are programs designed around Young Professionals interests, schedules, and goals? Are Young Members in leadership roles not just invited to attend? Is the Post actively developing the next generation?
4. Fellows Engagement: Are Fellows serving as mentors? Are they actively contributing to Post programs?
5. **National Resources Available to Support Post Operations:** Is the Post aware of and utilizing the resources available through SAME National, including:
  - Post website hosting
  - re:Members financial, event, and communication platform
  - Post Resource Center, including templates, membership statistics, and other administrative tools
  - SAME Engage! online community
  - Communities of Interest
  - Young Professional stipends for JETC and Communities of Interest (COI)
  - Leader Development Program
  - Member survey tools

### RVP Best Practices

6. Hold monthly, or at a minimum quarterly, calls with Post leaders in your Region. Individual calls with each Post President are also recommended.
7. Send reminders to Post Presidents and responsible officers (Secretary, Treasurer, Camp POC, etc.) at least three months before due dates, with a follow-up at least one month in advance.
8. Coordinate Regional event dates with the National Office **before signing any contracts**. Keep a shared regional calendar and post everything to the Society Calendar: <https://www.same.org/events-programs/>
9. Share at least one best practice, resource, or key takeaway during each Regional call or meeting.
10. Encourage Post leader participation in National programs and events, including the Post Leaders Workshop (PLW), Small Business Conference (SBC), and Joint Engineer Training Conference (JETC). Connect with attendees from your Region whenever possible.
11. Onboard new Post Presidents personally. Give them the Post Operations Manual and guidance for other resources.
12. Host a regional gathering at national events. A dinner or meetup at JETC, PLW, or SBC builds community and keeps leaders connected.
13. Keep Posts informed after National events. A summary email following JETC, SBC, RVP meetings, or Board of Direction meetings helps Posts stay connected to Society initiatives and priorities
14. Board of Direction meetings helps Posts stay connected to Society initiatives and priorities

## 4.0 Leadership Development & RVP Qualifications

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### Developing Future Leaders

One of the most impactful things an RVP can do is identify and develop the people who will lead SAME in the future. Look for potential leaders at Post events, Regional gatherings, and JETC. Invest in individuals who demonstrate energy, initiative, and commitment to the mission. Introduce them to current leaders, explain the responsibilities of various leadership roles, and make service opportunities feel accessible and rewarding.

Key roles for which RVPs should help build a leadership pipeline include: RVP, Deputy RVP, Regional Secretary, Regional Fellows Vice Chair (RFVC), Elected Director, and National leadership positions.

### RVP Qualifications

The recommended qualifications to serve as an RVP are noted below. However, each Region has the final decision in electing the individual it believes will best represent and serve its Posts.

- A. **Have the desire and commitment to serve.** The RVP role requires a significant investment of time and energy. Candidates should understand the responsibilities of supporting both their Region and the National Leadership Assembly (NLA).
- B. **Be an active SAME member in good standing.**
- C. **Demonstrate strong relationship-building skills** across industry, military, and government communities. Experience in at least one Post leadership role, such as Post President, elected officer or director, committee chair, or similar leadership position, is strongly encouraged.
- D. **Be able to commit to a minimum two-year term, with the option for a third year.** Candidates should have employer support to attend Regional events, the annual Joint Engineer Training Conference & Expo (JETC), the annual Small Business Conference (SBC), and to travel within the Region to visit Posts at least annually.
- E. **Travel support.** The SAME National Office will reimburse eligible RVP travel expenses for Post visits in accordance with the SAME National Leadership Assembly Travel & Lodging Guidance.

## 5.0 Election Procedures

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Each Region establishes its own process, subject to Executive Committee approval. Standard terms are two years, with an optional third requiring approval from the Vice President for RVPs, the SAME President, and the Executive Director. No RVP may serve more than three years. Terms begin at the National Leadership Assembly at JETC in May. If you serve two years, begin identifying your successor after year one.

### **RVP-Recommended Candidate**

Individuals interested in serving as RVP or Deputy RVP (DRVP) should notify the current RVP. The RVP should actively recruit and develop potential successors, giving special consideration to interested Deputy RVPs. The RVP recommends a candidate to the Post Presidents, who elect the new RVP by majority vote. Following the election, notify the SAME National Governance liaison, Post Operations team, Executive Director, and Vice President for RVPs.

### **RVP-Elect Pipeline**

The RVP-Elect solicits nominations for Deputy RVP (DRVP) and Regional Fellows Vice Chair (RFVC) from across the Region. To support long-term Regional leadership, Deputy RVP candidates should ideally be willing to succeed in the current RVP, creating an "RVP-in-Training" pipeline. After reviewing nominees, the RVP selects a candidate, seeks approval from Post Presidents, and submits the selection to SAME National staff as a potential future RVP successor (typically 2–3 years in advance). The RFVC may be selected through the same transparent process and is approved by the Academy of Fellows (AOF) Executive Committee. The goal is to provide leadership development opportunities while ensuring Post leaders have input into the nomination process.

### **Transition & Alternate Processes**

Once the Region elects a new RVP, the individual should be designated as RVP-Elect and work with the current RVP to plan a smooth transition. The new RVP will be officially installed at the May National Leadership Assembly meeting.

If an RVP proposes a selection process other than those described above, the proposed procedure must be submitted to the Vice President for RVPs and the SAME Executive Director for approval prior to implementation.

## 6.0 Governance Overview

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The following summarizes key provisions from the Society's governing documents. Always refer to the current Constitution and Bylaws for authoritative language.

**Constitution** — Article IV.3: 'Regional Vice Presidents shall be elected for two-year terms within their respective Regions, as prescribed by the Bylaws.'

**Bylaws** — Article VII.7: Terms begin at the spring National Leadership Assembly and last two years. One additional year is possible with written intent submitted to the National Officer overseeing RVPs; final approval by the President and Executive Director.

**Regional Structure:** SAME has 18 Regions with chartered Posts. RVPs are members of the National Leadership Assembly. The Post Leader distribution list for your Region is available on your member dashboard.

**Deputy RVP:** Appointed by the RVP for a concurrent term. If selected as a future RVP successor, a transparent regional election process applies. Deputies may represent the RVP at National Committees and NLA meetings but do not hold voting rights.

**Regional Fellows Vice Chair (RFVC):** Supports the RVP on all Fellows matters, serves as the primary liaison to the Academy of Fellows, and manages the Fellows nomination process. The RFVC serves at the RVP's discretion for a concurrent term. The RVP should lead the identification of RFVC candidates, with assistance and approval from the Academy of Fellows Executive Committee. Regional Post Leaders should concur with the selected candidate. RFVCs are installed in January.

### **SAME Regions**

1. California
2. Carolinas
3. Europe
4. Gulf Coast
5. Heartland
6. Lakes
7. Middle Atlantic
8. Missouri River
9. North Atlantic
10. Northeast
11. Northern Tier
12. Ohio Valley
13. Pacific
14. Rocky Mountain
15. Southeast
16. Southwest
17. Tennessee/Kentucky
18. Texas

## 7.0 Installation of Officers

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Standard procedure for installing newly elected Post officers. RVP typically serves as an installing officer.

1. The presiding officer (usually the outgoing Post President) introduces the installing officer.
2. The installing officer asks all new officers except the President-Elect to come forward, standing to the left in order: Vice President, Secretary, Treasurer, Directors.
3. Installing officer: 'Do you pledge yourselves to support the Society's Strategic Plan and faithfully carry out the duties of the offices to which you have been elected or appointed?'
4. New officers respond: 'I do.'
5. The installing officer asks the outgoing and incoming Presidents to come forward. The new President stands beside the installer.
6. The installing officer asks the outgoing President to present the Post Charter and Bylaws to the President-Elect.
7. Installing officer: 'Do you pledge yourself to support the Society's Strategic Plan and carry out the duties of President of the \_\_\_\_\_ Post to the best of your ability?'
8. New President: 'I do.'
9. Installing officer: 'I now declare the newly elected officers and directors of the \_\_\_\_\_ Post to be duly installed.'
10. The installing officer may offer brief remarks recognizing outgoing leadership or challenging the new team on goals for the year ahead.
11. The presiding officer or incoming President closes the meeting and announces the next meeting date, time, and location.

## 8.0 Regional JETS Guidance

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Regions may hold Regional Joint Engineer Training Symposiums (JETS) with prior approval from the SAME National Office. The RVP should be actively involved throughout the planning and execution process.

### Purpose

JETS support SAME's mission, vision, and 2030 Strategic Plan by:

- Driving partnerships through focused Industry-Government Engagement.
- Delivering solutions to critical infrastructure and mission readiness challenges.
- Developing people to strengthen America's STEM pipeline and technical workforce.
- Facilitating dialogue and networking among industry, government, civilians, and uniformed service members.
- Providing education and professional development opportunities, including Professional Development Hours (PDHs).
- Increasing awareness of future programs, projects, and opportunities within federal, state, and local agencies.
- Supporting mentoring and engagement opportunities for Young Professionals and students.
- Introducing SAME to prospective members and partners.

### Key Decisions

RVPs are responsible for assessing the need for and feasibility of hosting a JETS. Consider:

- Whether existing Post, Regional, or National events already meet the intended objectives.
- The availability of financial support from Corporate Members and sponsors.
- The ability of government agencies to participate and provide speakers.
- Support and participation from Posts across the Region.
- Opportunities to partner with neighboring Regions, which SAME strongly encourages.

### Scheduling Requirements

Coordinate proposed dates with the SAME National Meetings Director before signing any contracts. Avoid conflicts with federal holidays, major religious observances, adjacent Regional events, and the following National events:

- SAME Capital Week** - March
- SAME JETC**- May
- SAME Post Leaders Workshop**- August
- SAME Small Business Conference**- November

For JETS planning, scheduling, or contract review assistance, contact **Ann McLeod, SAME Senior Director, Engagement**, at [amcleod@same.org](mailto:amcleod@same.org) or 703-549-3800, ext. 150

## 9.0 Resources & Key Links

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The SAME National Website <https://www.same.org/> is your central resource hub.

[The Post Resource Center](#) is the go-to hub for Post operations, membership statistics, communications, Streamers, financial guidelines, officer change reporting, and National Leader visit requests. The National Office also maintains templates and administrative tools contact [posts@same.org](mailto:posts@same.org) for any specific needs.

- **SAME National Governance Documents:** <https://www.same.org/about-same/governance-policies>
  - **Post Resource Center:** <https://www.same.org/post-resource-center>
  - **2025 Post Leaders Reference Guide:** <https://www.same.org/wp-content/uploads/2025/07/same-plw-quick-reference-online-25.pdf>
  - **Post Operations Manual:** <https://www.same.org/wp-content/uploads/2025/12/same-post-operations-manual-revised-12-25.pdf>
  - **List of Posts:** <https://www.same.org/posts>
  - **SAME National Office Staff Listing:** <https://www.same.org/about-same/same-staff>
  - **List of Communities, Councils, Committees of Interest (C3s):** <https://www.same.org/membership-communities/communities-of-interest-list/>
  - **National Awards & Recognition:** <https://www.same.org/membership-communities/awards>
  - **National Awards Manual:** <https://www.same.org/wp-content/uploads/2026/01/same-awards-manual-revised-12-25.pdf>
  - **RVP Medal Request:** <https://www.same.org/regional-vice-president-medal-request>
  - **SAME Foundation:** <https://www.same.org/foundation>
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## Travel & Lodging Guidance

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### Board of Direction Travel & Lodging Guidance

SAME Board of Direction meetings are usually scheduled in conjunction with JETC and SBC.

### Industry/Private Sector National Board of Direction Members

**Registration** - We are pleased to offer a 25% discount on registration. 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 of 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, PLW or SBC*

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

**Registration** - We are pleased to offer 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 government).

- **Lodging** - SAME will pay the hotel directly for your accommodation 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 incidentals 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 the airfare for government board members up to \$500 for CONUS and \$1,500 for OCONUS. Airfare must be booked via the SAME travel agent link at least 21 days in advance.
- 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.

## **Regional Vice Presidents – Post Visits Travel Policy**

SAME provides a small 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, PLW, 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 of hotel for CONUS attendees, or three nights for OCONUS attendees.
- Public sector RVPs may request airfare assistance.

BOD Contact/National Events: Kathy Off, [koff@same.org](mailto:koff@same.org) 703-549-3800 ext. 153

RVP Contact: Jill Murphy, [jmurphy@same.org](mailto:jmurphy@same.org) 703-549-3800 ext. 120