

Single Marine Program MCB Quantico Executive Board Responsibilities

Executive Board Requirements:

- Must be Single or unaccompanied active-duty service member (E1- E5).
- Must have been an active participant in the SMP prior to running.
- Must have at least 1 year left on contract at installation.
- Must be appointed in writing following the election.

****Requirements can be modified to meet the climate of the SMP by the current Executive Board, SMP Coordinator or Installation SgtMaj**

Executive Board Responsibilities:

- Acts as a mentor/leader to the SMP council and all service members.
- Must attend ALL monthly meetings. If unable to attend board member must give advance notice to SMP Coordinator and SMP Executive Board unless an emergency occurs.
****Failure to attend monthly meetings without notice will result in removal from position.**
- Lead the respective monthly SMP Council meeting and participates in all SMP Council meeting votes.
- Shall provide up-to-date contact information and promptly respond to all communications received.
- Work directly with the SMP Coordinator to resolve problems and keep the coordinator informed about ideas and initiatives.
- Ensure all orders and directives regulating the SMP are adhered to.
- Serve as a subject matter expert on the SMP program through understanding MCO 1700.36B.
- Participate/serve on SMP committees, NCR Regional meetings, and special projects.
- When needed: Attends briefs, PMEs or resource fairs to promote the SMP across the installation and inform others about program pillars as well as trips, events/activities, and volunteer opportunities.
- Is responsible for all duties assigned by the SMP Coordinator, and/or the NCR CO and SgtMaj.
- Disseminate SMP information to all single and geographical bachelor service members.
- Helps address any Quality-of-Life issues regarding single Marines and Sailors by following the SMP QOL
- Shall aid in the lifecycle of Quality-of-Life issues regarding the single service members.
- Work with the manager of their respective Recreation Center in planning and running events and activities.
- Support the SMP through active participation in SMP trips, events/activities, and volunteer opportunities.
- Attend a minimum 1 SMP trip, event/activity, or volunteer opportunity.

****If unable to fulfill these responsibilities, inform the SMP Coordinator and do a proper turnover.**



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The President shall:

- Adhere to all SMP Executive Board Responsibilities stated above.
- Preside over all SMP Council meetings to include establishing a meeting agenda with the SMP Coordinator and distributing agendas to SMP Executive Board and SMP Council.
- Participate in all SMP Council meeting votes when a vote is required.
- Work directly with the SMP Coordinator to ensure proper communication between the Executive Committee and SMP Council members.
- Understand all current and past recommendations or concerns.
- Establish SMP Committees and appoint SMP council members per recommendation by the SMP Council, the SMP Coordinator, and/or the Installation CO or SgtMaj.
- Be responsible for all duties assigned by the SMP Council, the SMP Coordinator, and/or the Installation CO or SgtMaj.
- Make public appearances to promote the SMP and inform others about program status and accomplishments.
- Be responsible for assignment of temporary replacements in the absence of an SMP Executive Committee member.
- Schedule meetings with the Executive Board to include SgtMaj at minimum 1 time per month in addition to the regular monthly meetings.
- Route SMP meeting minutes to base SgtMaj.
- Facilitate an SMP training once per quarter.

Vice President:

- Adhere to all SMP Executive Board Responsibilities stated above.
- Support the SMP President.
- Assist in the communication between the Executive Committee and SMP Council members.

Recorder:

- Adhere to all SMP Executive Board Responsibilities stated above.
- Take detailed notes to include QOL issues and attendance.
- Keep an accurate roster of SMP reps from each respective unit.
- Send the SMP Coordinator meeting minutes within three (3) business days.
- Ensure SMP Council meeting minutes are forwarded to SMP President.
- Distribute minutes to all SMP Council Members following Installation Commander's review and approval.

Treasurer:

- Adhere to all SMP Executive Board Responsibilities stated above.
- Track all fundraiser ideas.
- Facilitate all fundraising events.
- Track all fundraised funds.

