

BETTER OPPORTUNITIES FOR SINGLE SOLDIERS
STANDARD OPERATING PROCEDURES (SOP)
INSTALLATION MEETINGS

IMSE-BEN-MWR

18 August 2011

1. **PURPOSE:** To provide guidance, establish policy, and delineate responsibilities for the BOSS Installation Meetings at Fort Benning, Georgia.

2. **MEETINGS:** The BOSS President will:

- a. Announce the date of the next meeting at the previous meeting.
- b. Send an email to each BOSS MSC unit representative one week in advance of the meeting.
- c. Provide meeting information to the MWR advisor to submit to MWR Marketing Department at least two weeks prior to the meeting for input into the Benning Bulletin and Bayonet.
- d. Prepare agenda at least one week in advance of the meeting and send a copy to the MWR advisor for comments.
- e. Email agenda to all BOSS representatives three to four days prior to the meeting.
- f. Email agenda to the Garrison CSM for distribution to all MSC CSMs three to four days prior to the meeting.
- g. Submit a facility usage request to the Kelley Hill Recreation Center manager three months prior to each MSC meeting.
- h. Send an email to DPW, and CBM representatives encouraging them to send someone to represent their organizations at the BOSS Installation Meeting.

3. **LOCATION:** All meetings will be held in the Kelley Hill Recreation Center ballroom unless there is a functional reason to hold it in a different location.

4. **GUEST SPEAKER:** The BOSS President will arrange for a guest speaker to come to each meeting. The presentation should generally last no more than 10-15 minutes followed by a short question and answer period. It is strongly recommended that each guest speaker provide a power point presentation at least one week prior to the meeting. BOSS President will make sure that all audiovisual equipment works prior to the meeting and send electronic copies of the presentation to the representatives after the meeting.

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6. HANDOUTS: Each BOSS MSC unit representative will receive a packet of information at the meeting; copies will also be available for other meeting attendees. Packets will include:

- a. Agenda.
- b. Signed minutes of last meeting.
- c. Advertising for upcoming events – enough copies for each company/battalion.
- d. Handouts/PowerPoint presentation from guest speaker.

7. ORDER OF MEETING:

- a. Sign-in roster will be posted for all to sign in.
- b. BOSS President will call the meeting to order and introduce any guests/Command.
- c. Single Soldier Quality of Life issues.
- d. Guest Speaker
- e. Treasurer reviews budget balance.
- f. Old business.
- g. New business; voting if required.
- h. President and/or Vice President will provide information on upcoming events.
- i. Meeting will be opened for general discussion.
- j. Meeting adjourned

8. MEETING MINUTES:

- a. BOSS President will coordinate the approval and signature of meeting minutes with CSM within two weeks of each meeting.
- b. BOSS President will coordinate with MWR Marketing to post monthly meeting minutes on MWR BOSS web page within one week of approval by CSM.

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c. BOSS President will ensure copies of approved minutes are included in handouts to each MSC.



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Garrison Command Sergeant Major

DISTRIBUTION:

199th IN Bde
HHC, USAIC
MEDCOM
3/3d
197th
192d
198th
RTB
NCOA
92d MP
988th MP
DES
11th Engr
13 CSSB
14th CSH
75th Ranger
IMCOM
Garrison Command Sergeant Major
Garrison Commander
AAFES
MWR
Central Barracks Management
DPW