

**MCAS MIRAMAR**  
**SINGLE MARINE PROGRAM (SMP) COUNCIL CHARTER**

1. Background. The SMP Council, or multiple Councils, are established at each installation to ensure that the needs of single service members are being met at all unit levels to include the supporting and operational command populations. The SMP Council provides an advocacy forum for areas of Quality Of Life (QOL), Recreation, and Community Involvement. It provides information and referral to assist with problem solving at the lowest level.
2. Purpose and Authority. The SMP Council shall be the voice for all single service members as directed by MCO 1700.36B.
3. Command Relationship. The SMP Council will report to the Installation Commander.
4. Mission. The SMP Council meeting will serve in an advisory capacity to the Installation Commander on all matters relating to the single Marines aboard their installation. The SMP identifies concerns and develops Quality of Life (QoL) initiatives, providing recreational activities, conducting special events, and creating community involvement through volunteerism, which enhances total force readiness, leadership development, resiliency, job performance, life skills development, morale, well-being, and creates positive life experience.
5. Meeting Frequency. The SMP Council will meet a minimum of once a month; with the expectation that additional meetings may be required to adequately fulfill its responsibilities and duties.
6. Composition. The Executive Board runs the SMP Council meetings. The Executive Board is composed of a President, Vice President, Recorder, and Treasurer (treasure is optional). Members of the Executive Board shall be appointed annually in February. Members of the Executive Board are recommended by the SMP Council, approved by the installation SgtMaj, and appointed by the installation Commander. Appointed Executive Board members shall attend all SMP Council meetings which are held a minimum of once per month with the expectation that additional meetings may be required to adequately fulfill its responsibilities and duties.

The SMP Council will consist of an Executive Board, SMP Coordinator, Installation SgtMaj, Family Readiness Command Team SMP Representatives, subordinate unit/section SMP Representatives, Installation Chaplain/Religious Program Specialist (RP), and Operational Forces Marine Expeditionary Forces/Major Subordinate Command Family Readiness Officer (OPFOR MEF/MSC DRC/RC).

The voting and non-voting members are:

## MCAS MIRAMAR

## SINGLE MARINE PROGRAM (SMP) CHARTER

### Voting Members

President (Chair)

Vice-President

Treasurer

Recorder

SMP Coordinator (*only votes when there is a tie*)

Installation SgtMaj

Family Readiness Command Team SMP Representatives

### Nonvoting Members

Installation Chaplain/RP

OPFOR MEF/MSC DRC/RC

Subordinate Unit/Section SMP Representatives

Any other attendees

Ad hoc members (Guests) will join the SMP Council meeting as requested/required to provide subject matter expertise relevant to single service members. All members, voting and non-voting, will designate alternates to attend meetings in their absence.

## 7. Duties

### a. The President shall:

(1) Attend and preside over all SMP Council meetings and participate in all SMP Council meeting votes, when a vote is required.

(2) Establish meeting agenda with the SMP Coordinator and distribute meeting agenda to all the SMP Council members prior to the start of the scheduled meeting.

(3) Work directly with the SMP Coordinator to ensure proper communication between all Executive Board and SMP Council members is being met.

(4) Understand all current and past recommendations or concerns.

(5) Appoint SMP committees as recommended by the SMP Council.

(6) Make public appearances to promote the SMP, and inform others about program status and accomplishments.

(7) Be responsible for all duties assigned by the SMP Council, the SMP Coordinator, and/or the Installation SgtMaj.

(8) Be responsible for assignment of temporary replacements in the absence of an SMP Executive Board member.

## MCAS MIRAMAR

## SINGLE MARINE PROGRAM (SMP) CHARTER

Replacements will be made, in writing, with the prior approval of the SMP Coordinator, and Installation SgtMaj.

(9) Ensure a record of all SMP Council minutes are maintained, tracked, and reported.

(10) Prioritize QOL recommendations with voting SMP Council members.

(11) Ensure training appropriate to their position is conducted within 45 days of appointment. Failure to fulfill could result in removal of position.

(12) Maintain a current "turnover binder" for the Executive Board members at all times.

b. The Vice President shall:

(1) Attend all SMP Council meetings and participate in all SMP Council meeting votes when a vote is required.

(2) Carry out all duties of the president in his/her temporary absence.

(3) Oversee the operation of all SMP committees, established on an as needed basis during SMP Council meetings and reports progress to the Executive Board.

(4) Be responsible for all duties assigned by the SMP Council, the SMP Coordinator, and/or Installation SgtMaj.

(5) Ensure training appropriate to their position is conducted within 45 days of appointment. Failure to fulfill could result in removal of position.

(6) Update the "turnover binder" for this position.

c. The Recorder shall:

(1) Attend all SMP Council meetings and participate in all SMP Council meeting votes when a vote is required.

(2) Prepare the minutes of all meetings.

(3) Provide a copy of the minutes to the SMP Coordinator and President within three (3) working days.

(4) Report previous meeting minutes to the SMP Council at the beginning of each meeting.

## MCAS MIRAMAR

## SINGLE MARINE PROGRAM (SMP) CHARTER

(5) Maintain attendance roster of appointed Family Readiness Command Team SMP Representatives and subordinate unit/section SMP Representatives.

(6) Ensure a record of all single Marine recommendations is maintained and tracked.

(7) Be responsible for all duties assigned by the Executive Board, the SMP Coordinator, and Installation SgtMaj.

(8) Ensure training appropriate to their position is conducted within 45 days of appointment. Failure to fulfill could result in removal of position.

(9) Update the "turnover binder" for this position.

d. The Treasurer shall:

(1) Attend all SMP Council meetings and participate in all SMP Council meeting votes when a vote is required.

(2) Assist the SMP Coordinator in maintaining financial records related to fundraising.

(3) Provide a financial status report at SMP Council meetings.

(4) Coordinate all fundraising activities.

(5) Be responsible for all duties assigned by the Executive Board, the SMP Coordinator, and/or the Installation SgtMaj.

(6) Ensure training appropriate to their position is conducted within 45 days of appointment. Failure to fulfill could result in removal of position.

(7) Update the "turnover binder" for this position.

e. SMP Coordinator shall:

(1) Attend all SMP Council meetings and only participate in SMP Council meeting votes that result in a tie.

(2) Provide logistical and administrative support and maintain the operational oversight of the SMP Council.

(3) Serve as a source of information and liaison for the QOL recommendations and initiatives; ensuring the SMP Council properly plans and coordinates all activities and projects.

(4) Tally all motions voted upon during the SMP Council meeting.

## MCAS MIRAMAR

### SINGLE MARINE PROGRAM (SMP) CHARTER

(5) Receive SMP Council minutes from the Recorder within three (3) business days.

(6) Send completed SMP Council meeting minutes to Installation SgtMaj for review, and copy MCCS Director.

(7) Distribute minutes to all SMP Council Members following Installation Commander's review and approval.

(8) Share final minutes/SMP Council information with MCCS Director once reviewed and approved by the Installation Commander.

(9) Ensure the SMP Council size, composition, and length of appointment for Executive Board members are enacted/instituted in accordance with the direction of the Installation Commander.

(10) Maintain approval authority on all SMP Council members.

(11) Responsible for ensuring all commands have adequate and consistent representation at SMP Council meetings and informs Installation SgtMaj of attendance.

(12) Maintain a current "turnover binder" for their position.

(13) Provide Treasurer with Monthly Profit and Loss statements for the Fundraising Cost Center 5710

f. Installation SgtMaj shall:

(1) Attend all SMP Council meetings and participate in all SMP Council meeting votes when a vote is required.

(2) Review, approve, and forward minutes to Installation Commander.

(3) Forward QOL recommendations/initiatives identified during the SMP Council meetings to the appropriate installation agencies for resolution.

(4) Forward the Installation Commander reviewed minutes to all OPFOR SgtsMaj and SMP Coordinator.

(5) Ensure the SMP Council size, composition, and the length of appointment for Executive Board members are enacted/instituted in accordance with the direction of the Installation Commander.

(6) Is the final approval authority on all SMP Council members.

## MCAS MIRAMAR

### SINGLE MARINE PROGRAM (SMP) CHARTER

(7) Takes action to ensure all commands, to include the supporting and operational command populations, have adequate and consistent representation at all SMP Council meetings.

(8) Provide guidance and knowledge on QOL recommendations/initiatives and installation policies.

(9) Encourage command representation during the regular meetings and disseminate information when requested.

(10) Provide mentorship and guidance as appropriate.

(11) Be the final authority on SMP fundraising expenditures.

g. Family Readiness Command Team SMP Representative shall:

(1) Be a single or unaccompanied service member that has at least a year left on duty station.

(2) Attend all SMP Council meetings and participate in all SMP Council meeting votes when a vote is required.

(3) Work with the SMP in planning events and activities, and promote projects and resources as appropriate. Serve on committees as designated by the SMP Council, SMP Coordinator, or SMP Executive Board President, or Vice President.

(4) Bring forward recommendations/initiatives to the installation SMP Council that cannot be resolved at the Command level. He/she also solicits ideas and feedback for events, activities, and programs from fellow Marines.

(5) Brief respective command on recommendations/initiatives that are currently being addressed, along with the events and activities that are planned.

(6) Support the SMP through time and attendance as well as solicit other volunteers and participants for events.

(7) Ensure that a replacement is assigned, in writing, when they deploy or on temporary additional duty (TAD) in excess of 60 days.

(8) If unable to attend an SMP Council meeting, the member is responsible for notifying the appointed alternate and ensuring that they are briefed appropriately.

(9) Maintain an open communication between their Family Readiness Command Team members and Commanders on all things SMP related.

## MCAS MIRAMAR

### SINGLE MARINE PROGRAM (SMP) CHARTER

(10) Relay all SMP Council meeting information to subordinate unit/section SMP representatives.

h. Subordinate Unit/Section SMP Representatives, as required, shall:

(1) Be a single or unaccompanied service member that has at least a year left on duty station.

(2) Attend monthly SMP Council meetings.

(3) Work with the SMP in planning events and activities, and promote projects and resources as appropriate. Serve on committees as designated by the SMP Council, SMP Coordinator, or SMP Executive Council President, or Vice President.

(4) Bring forward recommendations/initiatives to the installation SMP Council that cannot be resolved at the Command level. He/she also solicits ideas and feedback for events, activities, and programs from fellow Marines.

(5) Brief respective command on recommendations/initiatives that are currently being addressed, along with the events and activities that are planned.

(6) Support the SMP through time and attendance as well as solicit other volunteers and participants for events.

(7) Ensure that a replacement is assigned, in writing, when they deploy or on temporary additional duty (TAD) in excess of 60 days.

(8) If unable to attend an SMP Council meeting, the member is responsible for notifying the appointed alternate and ensuring that they are briefed appropriately.

(9) Maintain an open communication between their Unit Commanders on all things SMP related.

i. Installation Chaplain/Religious Program Specialist (RP) shall:

(1) Attend all SMP Council meetings.

(2) Maintain an open communication with the Installation Commander on SMP Council meeting topics that relate to their area of expertise.

(3) If unable to attend a SMP Council meeting, the Chaplain/RP is responsible for notifying their alternate and ensuring that they are briefed appropriately.

## MCAS MIRAMAR

## SINGLE MARINE PROGRAM (SMP) CHARTER

j. Operational Forces MEF/MSC DRC/RC shall:

(1) Attend all SMP Council meetings.

(2) Maintain an open communication with their Commander on SMP Council meeting topics that relate to their area of expertise.

(3) If unable to attend a SMP Council meeting, the DRC/RC is responsible for notifying their alternate and ensuring that they are briefed appropriately.

8. Point(s) of Contact. Mr./Ms./Mrs. Katie Weeres, SMP Coordinator, MCAS Miramar,  
PO Box 452008, 858-577-6283, weereskc@usmc-mccs.org

  
C. B. DOCKERY  
COMMANDING OFFICER