

# **Military and Veterans Affairs**

## **Standard Operating Procedures**

- 1. Name of Department:** Military and Veterans Affairs
  
- 2. Objective(s):** To establish programs and guidelines in support of our Military and Veteran Membership throughout the Imperial Domain.
  - a. To assist Deserts, Oases and local Temples with activities to help support their active and retired members.
  
  - b. To assist the Group Supervision Department with the establishment of programs to communicate with our Military members dropped from the rolls for non payment of dues (NPD) for reclamation.
  
  - c. To establish recruitment programs to add members to the rolls from the prerequisite Masonic bodies.
  
  - d. Assist the Imperial Recorder in establishing the rules/standard operating procedures (SOP) for Holding Temple #300.
  
  - e. Establish a Fez Exchange/Re-designation Program throughout the Imperial Domain, especially for the Military members who transfer their memberships to other Temples.
  
  - f. Establish a website to aid our Active and Retired Military members with information on benefits and services.

**3. Responsibilities of the Department:**

The Department is designed to serve as the voice for our active and retired military membership throughout the Imperial Domain. It is equally important that the very men and women who guard our great Nation are recognized by the organization they support while serving or have served keeping us all safe. This department will assist the Imperial Potentate with the mechanisms to ensure that the Military membership is actively engaged and supported by this great organization. In addition, the department will assist with developing programs to assist Illustrious Potentates with recognition for the Veterans and Retired members of their Temple.

**4. Rationale for the Department:**

To contribute to the men and women of our Armed Forces, Group Supervision is to instill in each member of the Ancient Egyptian Arabic Order Nobles Mystic Shrine of North and South America and its Jurisdiction, Inc., a desire to be active in his Temple through participation in Temple programs and community activities; and actively support our Nation on the war of terrorism by supporting our Armed Forces Members in the community. Therefore, this department's program is intended to let the public know who we are and what we do.

## 5. Coordination with other Departments:

This department's program is public relations oriented and activities should be coordinated with the following departments: Group Supervision, Communications (media/publicity/public relations); Charity (Temples); Promotional (Temple promotions/scrapbooks); Pyramid (covering Temple programs and activities); Student Aid (local level involvement of Temple scholarship programs/grants); Voter Registration/Education (getting the membership and citizens involved in the political process by soliciting the membership and citizens to register as voters in local areas); Group Supervision.

## 6. Activities of Department:

Activities of this department include increasing Temple membership, reclaim, reactivate and to reorient delinquent Military Nobles; get and maintain attendance at Divan and Temple meetings, public programs and community involvement; to get and keep all Nobles in good financial standing, prevent the dropping of Nobles for non-payment of dues, to establish wholesome attitudes, promote esprit de corps, support the Daughters of Isis with their events and programs (local level), loyalty and to encourage maximum membership participation.

## 7. Staffing:

- a. **Imperial Administrator:** The Administrator for this department reports to the Imperial Potentate. He manages and oversees entire department with the assistance of the Imperial Director.
- b. **Imperial Director:** The Imperial Director reports to the department administrator. The Imperial Director appoints the Chief Deputy. In addition, he assigns duties to each appointed Deputy (assignment of regional responsibilities). The Imperial Director is responsible for assisting Temples with procedures, training, conducting workshops at Desert Gala Days, Desert Conferences, etc.
- c. **Chief Deputy (Adjutant):** The Chief Deputy oversees and coordinates department activities and assignment of regional responsibilities with appointed deputies. The Chief Deputy reports to the Imperial Director for guidance and assistance. The Chief Deputy is responsible for assisting Temples with procedures, training, conducting workshops at Desert Gala Days, Desert Conferences, etc.
- d. **Deputy Director (Benefits & Services):** The Deputy Director for benefits & services will research and insure that current information on military/veteran benefits, services and advocates is readily and continually available to the department for dissemination to all military shrine members, veterans and retirees.
- e. **Deputy Director (Regional/Coalition):** The department deputies' report to the Chief Deputy. The department deputies' are responsible for their assignment of regional responsibilities. They are also responsible for assisting Temples within their assignment of regional responsibilities with procedures, training, conducting workshops at Gala Days, Desert Conferences, (within their assignment of regional responsibilities, etc).

- 8. Operation Budget SY:** \$1,000.00. This budget is to be used for business travel (if applicable), supplies, out of pocket business related expenses (mailings, postage fees, publicity flyers, photos for promotional ads, copying and printing costs, etc.).
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The Military and Veterans Affairs Department Team will ensure that the department's objectives are met through maximum support from each Illustrious Potentate throughout the Imperial Domain.

Fraternally submitted,

Bruce L. Brown #229  
Past Illustrious Potentate  
Imperial Director, MAVA