



ASSOCIATION OF THE UNITED STATES ARMY
SIXTH REGION

1 July 2014

Sixth Region Standing Operating Procedure
Requirements for Sixth Region Fall Meetings

1. First principle: Fall Meetings are unitary Region events, not Chapter or "time-share" functions.
2. Second principle: The first half (breakfast, guest speaker, awards/ribbons presentations portion) of the Fall Meeting is conducted in conjunction with the AUSA Seventh Region. For the second half of the meeting, the two Regions will disperse separately to conduct their individual Region Business Meetings.
3. On the odd years (i.e., 2015, 2017, 2019), the Sixth Region will budget and pay for expenses directly connected with the event requirements, such as agenda, awards, speaker recruitment, speaker gifts, agenda publication, badging, administrative expenses, etc. On the even years (i.e., 2016, 2018, 2020), the Seventh Region will assume responsibility for costs associated with the event.
4. As budget allows, and as determined by the Sixth Region President, the Sixth Region may pay the cost of breakfast for all Sixth Region members in attendance and Sixth Region guests/VIPs.
 - a. Total breakfast charges range from \$24-\$29 per person, depending on the breakfast selection.
 - b. AUSA National provides \$10 per person toward the breakfast cost.
 - c. Meal selection & coordination for the breakfast is done with AUSA National (as of 2014, POC is Diane Fitzgerald or Meredith Minai).
5. Guest Speakers are selected on an odd/even year basis, as follows - Seventh Region for even years (i.e., 2016, 2018, 2020) and Sixth Region for odd years (i.e., 2015, 2017, 2019). Guest Speakers must provide a biography for the event. The Host Region will provide the Guest Speaker's gift.
6. Each Region is responsible for their individual VIPs (such as Congressional representatives, visiting Generals, etc), and their escorts, as applicable.
7. The registration table and breakfast guest list is each Region's responsibility. Each Region will provide a dedicated guest host (preferably the Region Secretary) for the registration table and a copy of their Region breakfast guest list for check-in purposes. See Appendix A for Guest List spreadsheet sample.
8. Breakfast Agenda - see Appendix B for Breakfast Agenda sample.

Sixth Region Standing Operating Procedure
Requirements for Sixth Region Fall Meetings
1 July 2014

9. Logistics will include:

- a. Plated or buffet style breakfast (this and the food choices is a coordinated effort between the two Regions)
- b. Number of tables (based on number of attendees)
- c. Audio visual requirements - riser with lectern and microphone, screen, LCD projector, lavalier microphone (based on Guest Speaker's requirements, size of room, etc.)
- d. Host table at the entrance of the banquet room for check-in purposes
- e. Host Regions will select someone to conduct the invocation and benediction
- f. Photographer (requested from National or provided by the Host Region)

10. Business Meeting - see Appendix C for the Sixth Region Fall Business Meeting Agenda sample.

Lieutenant Colonel Sharlee "Charley" W. Smith
USA, Retired
President, Sixth Region
The Association of the United States Army

Appendices:

Appendix A
Guest List Spreadsheet Sample

Appendix B
Breakfast Agenda Sample

Appendix C
Sixth Region Fall Business Meeting Agenda Sample