

Standard Operating Procedures  
Better Opportunities for Single Soldiers  
West Point, NY

1. Mission:

BOSS will target single and unaccompanied soldiers with innovative recreational programming, organizing community service activities, and creating a better quality of life. BOSS will provide effective means of communication between the single and unaccompanied soldier, the Morale, Welfare and Recreation staff (MWR), and the unit and garrison command. These objectives are to enhance personal excellence and improve the quality of life for all soldiers.

A. Basic Functions:

i. Develop and /or assist in the implementation of leisure time activities that target single and unaccompanied soldiers.

ii. To serve as a communication “bridge” between the MWR staff, single and unaccompanied soldiers, and the command.

iii. To assist in the molding of the MWR policies and procedures that will meet the needs of the single and unaccompanied soldiers.

iv. Committee members are to research recreational program ideas and quality of life issues that concern soldiers living in the barracks.

v. The BOSS committee, composed of unit representatives and headed by the president, will meet monthly. The committee will discuss recreational activities, what soldiers want to see implemented on the installation to provide a better standard of living, and community service programs. Information received at monthly meetings will be recorded and posted on the barracks bulletin boards and on Outlook.

2. BOSS Committee Members:

A. Membership of the BOSS committee will be comprised of a primary and alternate representative from 1/1 Infantry, MEDDAC, DENTAC, BAND and the USMA MP Company. Veterinary Services, SJA and the 2nd Aviation Detachment are only required to have one representative due to lack of personnel.

B. The BOSS committee will have a president, a vice president, a secretary and a treasurer. These positions will be filled through mutual agreement of the command of each unit and the BOSS officers and primary

representatives from each unit. Units will have to provide representatives in addition to BOSS officers if soldiers fail to volunteer for these positions.

- C. Any single or unaccompanied soldier is eligible to fill a committee position. Soldiers can serve as a unit representative indefinitely. Officer positions can serve more than one-year term. If an officer gets married within their term, they have the option to either finish their term or give up their position immediately. In either case, another soldier must be elected as president and must be taught the position by the present president before their departure.
- D. Monthly meetings are open to all single soldiers. They must get permission from their supervisor before attending. All soldiers attending BOSS meetings will be accounted for by signing a sign-in sheet.
- E. In order to become a BOSS officer, the soldier must have performed an *active* role as a unit representative for a minimum of 90 days to ensure they are ready to take over the unique responsibilities that West Point creates. A soldier wanting to become a BOSS officer must also have a majority vote from other officers and primary representatives. The elected is also responsible for ensuring that there is a replacement for their previous position as a unit representative. For officer responsibilities, see appendix A.
- F. Any soldier wishing to resign from BOSS will submit their resignation in writing to the BOSS president for action.
- G. Each BOSS officer and primary representative is required to attend the scheduled monthly meetings. If an officer or representative is going to miss a meeting, they must notify the BOSS president or their alternate prior to their absence. In that case, their alternate will attend the meeting. This can be done for up to 3 months in a row. The alternate has no voting rights. If an officer or representative cannot attend meetings for 3 consecutive months, then a replacement will be nominated. The representative's alternate will have the option to be nominated for the representative job if they wish to do so. If an officer or representative misses two consecutive months without notifying the BOSS president or their alternate, the member's unit will be notified and may be subject to termination.
- H. Any officer or representative can be removed from appointment for cause; that is misconduct or neglect of duties. The vote to remove the offender from office will be done by the officers and unit representatives. The appointment of a successor can thereafter be elected.

- I. Any BOSS event should be open to all MWR patrons. Guests may also participate in BOSS events.

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3. Meetings:  
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- A. Regular BOSS meetings will take place on the first Wednesday at 1400 hours at the Buffalo Soldier Pavilion unless otherwise posted.
- B. Special meetings will be held with the command, or other special interest groups if requested. The president will select the officers and the representatives to attend at his/her discretion and at the request of the command.
- C. Voting authority rests with the officers, representatives and committee members. Committee members (members other than BOSS officers and primary representatives) are only allowed to vote on leisure/recreation activities and fundraisers. Each will have only one vote per issue. Votes will be taken by ballot or raising of hands at the discretion of the president. Observing officials from the unit or chain of command do not have voting rights, but will have the opportunity to voice their opinions on the motion. Only the Garrison CSM can overrule a decision after a vote has passed.
- D. The president will delegate representatives to head up projects BOSS is working on developing. The project heads will be responsible for briefing the BOSS staff of their progress and goals at each meeting.

3. Amendments to the Standard Operating Procedure

- A. The BOSS SOP can be amended at any general meeting by a majority vote by the officers and representatives provided that the amendment has been submitted in writing at the previous meeting. The BOSS officers and representatives will have until the next meeting to review the amendment before voting on it.
- B. The installation SOP is in accordance with DA Circular 608-97-1, Better Opportunities for Single Soldiers Program.

## APPENDIX A

### DUTIES OF OFFICERS

#### PRESIDENT

DA CIR 608-01 (B-4. Responsibilities *f*)

The president will be the presiding officer of the BOSS meetings. The order of duties is as follows:

1. Open meetings at the appointed time and call meetings to order after other officers, representatives and committee members are present.
2. To announce the subjects that will be discussed at the meeting to all that is in attendance.
3. To recognize members who are entitled to speak.
4. To state and put to vote all questions that come up before the committee as motions and to announce the result of each vote.
5. To protect the committee from obviously trivial or delaying motions.
6. To enforce order at the meeting.
7. To ensure that BOSS is providing for the needs of the soldiers and ensure that representatives are performing their duties.
8. To declare the meeting adjourned and to announce the time, date, and location of the meeting.
9. To put out information on fundraisers, trips and special meetings.

#### VICE PRESIDENT

DA CIR 608-01 (B-4. Responsibilities *g*)

If the president for any reason vacates the position or is absent, the vice president will take the position unless he/she disqualifies him/herself from presiding.

#### SECRETARY

DA CIR 608-01 (B-4. Responsibilities *h*)

The Secretary is the recording officer and the corresponding officer. He/ She is also the custodian of records, except those specifically assigned to others such as the treasurer's books. The order of duties is as follows:

1. To keep a record of all proceedings.
2. To keep on file all committee reports.
3. To take official roll-sign in sheet, and call roll when it is required.
4. To organize the minutes after each meeting for the approval and dissemination by the president.
5. In the absence of the president and vice president, to call the meeting to order and preside until the return of the president.

TREASURER:

DA CIR 608-01 (B-4. Responsibilities *i*)

The Treasurer is required to make a full financial report at each meeting and collect monies from trips and fundraisers.

APPENDIX B  
DUTIES OF REPRESENTATIVES

UNIT REPRESENTATIVE

DA CIR 608-01 (B-4. Responsibilities *i*)

The Unit Representative will be the spokesperson for all of the single and unaccompanied soldiers in his/ her respective unit. The order of duties is as follows:

1. Will attend every monthly meeting.
2. If unable to make it to a meeting, reps. are responsible for informing the president or their alternate *prior* to the meeting. If alternate is unable to attend the meeting, a substitute may attend.
3. Responsible for informing soldiers in their unit of BOSS happenings, fundraisers, trips, etc.
4. To ensure that soldiers are informed, all reps. are responsible for posting BOSS information on the bulletin boards in the barracks.
5. Ensure that soldiers know who their BOSS representatives are.
6. Will report any quality of life issue to the president and the BOSS committee at the monthly meetings.
7. Will be responsible for turning in sign-in sheets when required.