

CAMP PENDLETON  
SINGLE MARINE PROGRAM (SMP) COUNCIL CHARTER  
(April 2015)

1. Background. The SMP Council, or multiple Councils, are established at each installation to ensure that the needs of single Marines 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 Marines as directed by MCO 1700.36A.

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 Council serves as the voice for single Marines in identifying recreational activities, community involvement events, and QOL recommendations, which enhance morale and well-being. QOL recommendations can include all activities and issues that directly or indirectly influence personal readiness, morale, living environment, and personal growth and development.

The SMP Council incorporates commanders and leaders in the SMP QOL process, as depicted in Appendix A of the SMP Council Charter. Appendix A describes how the QOL process is to be vetted within a command, prior to being presented at a SMP Council meeting, allowing commanders and leaders to be involved and active.

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 Committee runs the SMP Council meetings. The Executive Committee is composed of a President, Vice-President, Recorder and Treasurer. Members of the Executive Committee will be elected annually by the SMP Council members, from the appointed Command Team SMP Representatives and Unit SMP Representatives and Unit SMP Representatives. Elected Executive Committee members shall attend all SMP Council meetings.

The SMP Council will consist of an Executive Committee, SMP Coordinator, Installation SgtMaj; Command Team SMP Representatives, Unit SMP Representatives, Installation Chaplain/Religious Program Specialist (RP); Operational Forces Marine Expeditionary Forces/Major Subordinate Command Family Readiness Officer (OPFOR MEF/MSC FRO).

CAMP PENDLETON  
SINGLE MARINE PROGRAM (SMP) COUNCIL CHARTER

The voting and non-voting members are:

Voting Members

President (Chair)

Vice-President

Treasurer

Recorder

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

Installation SgtMaj

Command Team SMP Representatives (Family Readiness Command Team)

Non-voting Members

Installation Chaplain/RP

OPFOR MEF/MSC FRO

Unit 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 Marines. 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 SMP Council meeting votes, when a vote is required.

(2) Establish meeting agenda with the SMP Coordinator and distribute meeting agenda to all 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 Committee 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 Committee member. Replacements will be made 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.

**CAMP PENDLETON**  
**SINGLE MARINE PROGRAM (SMP) COUNCIL CHARTER**

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

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 and reports progress to the Executive Committee.

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

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 minutes to the SMP Council at the beginning of each meeting.

(5) Maintain attendance roster of appointed Representatives.

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

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

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 Committee, the SMP Coordinator, and/or the Installation SgtMaj.

e. SMP Coordinator shall:

**CAMP PENDLETON  
SINGLE MARINE PROGRAM (SMP) COUNCIL CHARTER**

(1) Attend all SMP Council meetings and participate in all 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.

(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 Commanders 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 Council 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 units have adequate and consistent representation at SMP Council meetings and informs Installation SgtMaj of attendance.

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 Council members are enacted/instituted in accordance with the direction of the Installation Commander.

CAMP PENDLETON  
SINGLE MARINE PROGRAM (SMP) COUNCIL CHARTER

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

(7) Takes action to ensure all units 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. Ensure that all units, to include the supporting and operational command population, are represented.

(10) Provide mentorship and guidance as appropriate.

g. Command Team SMP Representative shall:

(1) Be a Single Marine 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 Council President, or Vice President.

(4) Bring forward recommendations/initiatives to the installation SMP Council that cannot be resolved at the lowest 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 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.

h. Unit SMP Representatives shall:

**CAMP PENDLETON  
SINGLE MARINE PROGRAM (SMP) COUNCIL CHARTER**

(1) Be a Single Marine that has at least a year left on duty station.

(2) Attend all 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 lowest 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 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 member is responsible for notifying the appointed alternate and ensuring that they are briefed appropriately.

j. Operational Forces MEF/MSC FRO 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 member is responsible for notifying the appointed alternate and ensuring that they are briefed appropriately.

CAMP PENDLETON  
SINGLE MARINE PROGRAM (SMP) COUNCIL CHARTER

8. Point(s) of Contact. Mr./Ms./Mrs.  
Mrs. Danielle West, SMP Coordinator

MCCS Semper Fit, MCIWEST-MCB CAMPEN, (760)725-6722, westdn@usmc-mill.org

A handwritten signature in black ink, appearing to read "E. Banta". The signature is stylized with a large, looped initial "E" and a cursive "Banta".

EDWARD D. BANTA