To: Region 3 ExCom

CC: Region 3 Committee

Fr: David Green, R3 SOSC Chair

Dt: 18 March 2019

The Strategic Operations and Support Committee (SOSC) met meeting on 4 February 2019 and 4 March using WebEx. The next meeting will be 1 April 2019. An overview of the SOSC is being prepared for SoutheastCon 2019.

A goal tracking reporting for each committee has been designed which allows listing of goals, status, and reporting status in a way that allows tracing these goals back to the Region 3 Strategic Goals as well as providing ability to report other activities. This tool is based on Google Sheets. An example report is shown below

То:	Region 3 ExCom								
From:	David G Green								
Cmte:	Strategic Operations and Support	Drop down, choose committee							
Date:	4 Mar 2019	(update from 3 Feb 2019 version)							
	Plan	Status	Op Manual	Engage	Share	Nurture	SoutheastCon	Document	Collabratec
	Update Operations manual and bylaws	Schedule developed	x					x	
	Provide mentors	Assigned and committee chairs informed.			x	x			
	Support R3 Director and region in strategic operations	Assisted in planning retreat and follow ups.							
	Monitor progress on Strategic Goals	Form created, distributed.			х			х	
	Assist in the development of metrics as needed								
	Continue/increase use of Collabratec for SOSC operations	Region 3 SOSC Group established, 10 members, Structure established: Discussion in group, files in linked Google Drive.			X				x
	Items from committee plan,	Corresponding status as of report date		X	if r	elat	ted	to	R3
	One per cell	<u> </u>		Goal or OP Man					
			update						

Example Report

To create a report, copy the template, fill it in and share it with me. I have presently received submissions from Awards & Recognition, Member Activities, and Strategic Operations and Support. I hope the other committees will report soon so that I can have an inclusive summary for the Region 3 Committee Meeting.

One of the goals is to update the Region 3 Operations Manual. We have asked the committee to review at least their Committee's details as documented in Section 5 of the Region 3 Operations Manual and submit suggested changes by 15 May.

Another goal is to ensure that our processes are documented. Committees have been asked to supply an inventory of processes and the present status of their documentation. We have received input from Awards & Recognition, Professional Activities, and Strategic Operations and Support thus far.

The Strategic Operations Support Committee has appointed the following mentors to committees (and functions) for 2019:

- Awards and Recognition Committee Jill Gostin
- Member Activities Committee Bill Ratcliff
- Conference Committee Jim Conrad
- Finance Committee Dave Green
- Section Support Committee Mary Ellen Randall and Bill Ratcliff
- Professional Activities Committee Lee Stogner
- Student Activities Committee Pat Donohoe
- Membership Function: Lee Stogner and Jim Howard
- Area Chair Function: Jim Howard and Bill Ratcliff

One will note two functions that are not committee-based (Membership Development and Area Chair) have assigned mentors this year.

Please keep the volunteer mentors in the loop and make use of their corporate memory and experience.