

SMP Unit Representatives

1. Purpose. To establish policy and guidance for the SMP Council unit representatives.
2. Background. A SMP Council will be established at each installation and shall be formed with representation across the installation to include the supporting and operational command population.
3. Policy. The SMP Council unit representatives, in total, receive the installation SMP council status reports on QOL issues/initiatives (staffed items), and ensure all SMP issues, requirements, and concerns are addressed. Representatives on the SMP Council shall serve on collateral duty orders. A sample letter of appointment is provided at enclosure (9).
4. Duties
  - a. Attend all SMP Council meetings.
  - b. 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.
  - c. Bring forward issues/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.
  - d. Brief respective command on issues/initiatives that are currently being addressed, along with the events and activities that are planned.
  - e. If unable to attend an SMP Council meeting, the member is responsible for identifying an alternate and ensuring that they are briefed appropriately.
  - f. Support the SMP through time and attendance as well as solicit other volunteers and participants for events.