

SAMVO Guidelines and requirements for the appointment of members to official positions within SAMVO

SAMVO



**South African
Military Veterans Organisation**

Updated January, 2022

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SAMVO's dedication, motto and inspiration:

This Veteran Organisation, through its subordinate organisations, globally, dedicates itself, in grateful recognition and memory of our countrymen, the Immortal Dead of South Africa, who, at the call of duty, made the supreme sacrifice on the battlefields of Africa, Europe and Asia, on land, at sea and in the air.

Their ideal is our legacy, their sacrifice our inspiration

Version	Prepared By	Version Release	Revision Effective Date
3	Veteran Tony Macquet MMM	Updated to SAMVO as V1.220116	Jan 2022
2	Veteran Tony Macquet MMM and Veteran Richard Southey MMM	Updated to SAMVOINT doc	April 2016
1	Veteran Tony Macquet MMM	Original SAMVOA draft	Aug 2007

	Regulation Amendment	Page	Para	Effective Date
1	Draft of original document. Circulated for comment and agreement. Adjustments made.	Complete document.	All.	August 2007
2	Document converted to meet SAMVOINT branding requirement in preparation for Website publication.	Complete document.	All.	April 2016
3	Document updated due to name change from SAMVOINT to SAMVO.	Complete document	All.	January 2022

Preamble:

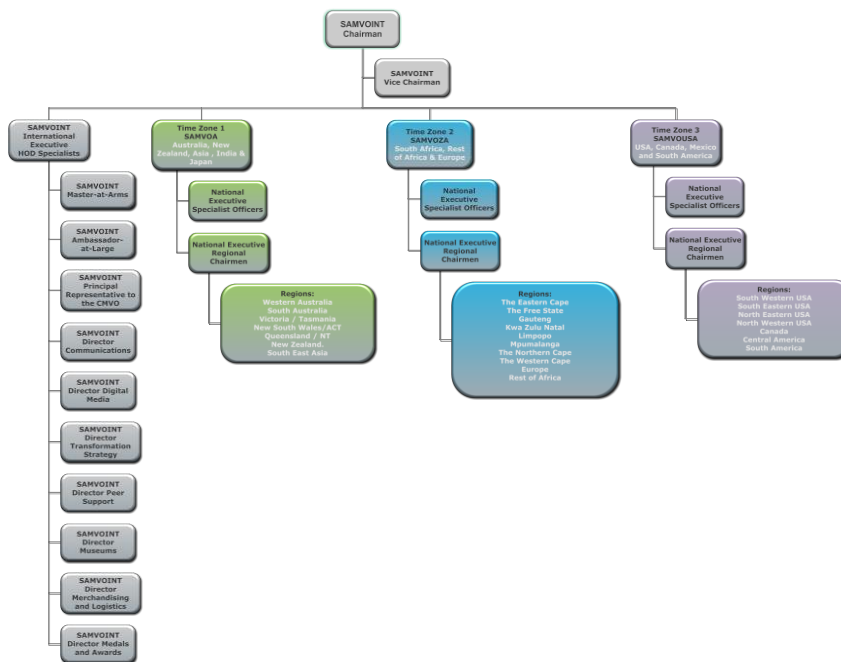
The broad structure of SAMVO is comprised of Club Veterans, Club Executives, Regional Executives, National Executives and an International Executive.

The National or Zone boundaries are as follows:

- Zone 1 – SAMVOA – Australia, New Zealand, Asia and countries peripheral to Zone 1.
- Zone 2A – SAMVOZA – South Africa, Rest of Africa, and countries peripheral to Zone 2A.
- Zone 2B – SAMVOE – Europe and countries peripheral to Zone 2B.
- Zone 3 – SAMVOTA – United States of America, Canada, Mexico, South America and countries peripheral to Zone 3.

SAMVO is a single rank organisation with “Veteran” being the only title. The organisation’s strength will come from veteran membership and comradeship at Club level. The organisation will take its lead and direction from this membership level. All Veterans will belong to a Club, irrespective of the office they hold. Any Veteran will be able to aspire to serve in any office of the organisation, based on his or her dedication and capability and meeting certain requirements. Clubs form sub-units of Regions, likewise Regions form sub-units of a Zone (a national-unit), all working towards unity; under the umbrella of SAMVO.

SAMVO has a pure organisation structure, which enables each member to be represented through his/her Club by the Club Chairperson, then through his/her Region by the Regional Chairperson, then through his/her National Entity, being the National Chairperson and the National Executive. In this way, the interests of each and every member are represented to the highest level.



At international level, SAMVO’s role is to coordinate and set standards for all Zones to follow and to represent the organisation at the highest levels. It is the National Entity responsibility to coordinated to ensure that the best interests of its members are served in line with the SAMVO Constitution, which has evolved from the SAMVOA Constitution, being the birthplace of the SAMVO movement. Each National SAMVO Entity is autonomous as far as adjusting to fall in line with host countries’ traditional Memorial Day and Ceremonies, as well as local Veteran authorities.

The following are the guidelines concerning the appointment of members to official SAMVO International, National, Regional and Club positions as they are summarised within the SAMVO Constitution.

The appointment of leaders within each SAMVO Entity will be a combination of Succession Planning and a voting process.

In terms of leadership progression, the ideal process is for a member to gain experience within the executive at Club level, before he/she progresses to the next level being Regional and in stages to National. The process should prepare them, step by step, to take up any higher position, by that member becoming fully acquainted with the organisation's Constitution and the SOP/Guidelines that apply to most situations. They should understand that these have been previously thought out and tested against on-the-ground situations and have been formally agreed to by the International and National Executive, and that they are in place for very good reasons. Having stated that, the organisation will always leave itself open to proposed improvements.

Club membership

Every SAMVO Entity member, no matter what his/her status might be within SAMVO, will belong to a Club. Within the Club environment, leaders who are assigned to higher duties within their SAMVO Entity structure are encouraged to remain at an ordinary Club member and to allow other members to lead the Club. In this way, the start of the Success Plan process begins.

The importance of developing good Clubs:

The development of Clubs within each Region is paramount to the growth and development of each Region and SAMVO Entity, and it remains a prime responsibility of all Regional Chairpersons.

This will ensure that SAMVO's policy of taking the SAMVO Entity to the members is implemented and that the expectation that members should come to the SAMVO Entity is counter to our growth expectations.

This will ensure the steady development of leaders from within the membership where Club Executives will gain valuable experience.

The SAMVO Entity will take its direction from grass-roots Club membership level and it is the Club Chairperson's responsibility to communicate member expectations to the Regional Chairperson.

The Club Chairperson and Club Executives

Every Club Chairperson has a line function to his/her Regional Chairperson and is responsible for the growth and effective running of his/her Club and for the good standing of its members. The responsibility of these Club positions is described in the Constitution.

- The Club structure is; Club Chairperson, Club Master-at-Arms (Vice Chairperson), Club Communications Officer and Club Treasurer.
- Within the Club Executive, each executive has a line function to the Club Chairperson and they also have a staff function to their Regional discipline equivalent.
- In terms of Succession Planning, the Club Chairperson is responsible for identifying potential discipline leaders who qualify by virtue of their background and training and for discussing and agreeing their nominations with their Regional Chairperson, as well as the Regional Executive responsible for that particular discipline.

Appointment criteria at Club level

Appointments at Club level should be based on:

- Being a member of good standing within their Club.
- He/she should have been an effective member of their respective SAMVO Entity, (hence SAMVO), for a reasonable period of time, preferably 2 years.
- He/she should be qualified in the respective discipline to effectively perform the role to which they have been elected.
- He/she should be fully conversant with their respective SAMVO Entity, hence SAMVO Constitution, SOPs and Guidelines.
- For the Club Chairperson position, he/she should understand and accept their line function, responsibility and obligations to the Regional Chairperson.
- There may be exceptions, but these will need to be heavily motivated and agreed.

Nominations and voting procedure for succession at Club level:

- The Club Executive members should serve for a minimum period of three years when they may offer themselves for re-election when the three year period of that post is up for election.
- Should a member of the Club Executive wish to step down, this must be respected and the Club Chairperson will inform the Regional Chairperson of this upcoming change.

- When a Club Chairperson steps down or resigns:
 - The first requirement is that the Club Chairperson communicates his/her decision to vacate the position to his/her immediate superior, being the Regional Chairperson.
 - The Club Master-at-Arms, as effective Club Vice Chairperson, will step into the gap, should a gap become apparent or required.
 - The vacating Chairperson's position should be communicated to those members who are directly impacted and these are the Club members.
 - Taking into account the Club Chairman's Succession Plan, the Club Chairperson calls for nominations and shortlists these.
 - He compares this to the criteria required and compiles a short list of candidates. Those who do not qualify should be advised accordingly.
 - The Club Chairperson presents the list of candidates to the Regional Chairperson for discussions and possible negotiation and approval, which should result in a final nomination list.
 - The nominee or nominees on the nomination list will be asked to confirm their willingness to take up the position and to confirm that they understand and are willing and able to perform against the requirements of that position and that they will abide by the rules.
 - The nominations are circulated to the membership and a date set for the next Club meeting, during which voting will take place by the members present.
 - Members, who apologise that they are unable to attend, should be given the opportunity of a proxy or postal vote.
 - The result is announced and the outgoing member should be thanked and the incoming member congratulated.
 - The ideal is for the member who is vacating the position to be available to ensure a smooth transition and to back up the incumbent for a period of time.

- Other Club Executive positions:
 - The same procedure as above, except the Club Chairperson informs the Regional Chairperson, but personally manages the process and nominations and final decision within the Club.
 - Keeping in mind his line function to the Regional Chairperson and the staff function of the position being vacated to the Regional Executive Officer responsible for that discipline, he should consult with the respective Regional Executive Officer on suitability and potential training requirements, as follows:
 - Regional Master-at-Arms for drill, dress and discipline issues.
 - Regional Communications Officer for COMOPS Own Forces and Local Pops.
 - The Regional Treasurer on financial matters.
 - Regional Welfare Officer on welfare impact.

The Regional Chairperson and Regional Executives

Every Regional Chairperson has a line function to the National Chairperson and is responsible for the growth and effective running of his/her Region and for the good standing of its Clubs and the members within that Region. The responsibility of these Regional positions is described in the Constitution.

- The Regional structure is; Regional Chairperson, Regional Vice Chairperson (optional), Regional Master-at-Arms, Regional Communications Officer, Regional Treasurer, Regional Welfare Officer and Regional Log Officer.
- Within the Regional Executive, each executive position has a line function to their Regional Chairperson and they also have a staff function to their National equivalent (ascending) and to their Club equivalents (descending).
- In terms of Succession Planning, the Regional Chairperson is responsible for identifying potential discipline leaders who qualify by virtue of their background and training and for discussing and agreeing their nominations with the National Chairperson, as well as the National Executive, responsible for that particular discipline.

Appointment criteria at Regional level

Appointments at Regional level should be based on:

- A member of good standing within his/her Club and within the Region.
- Should have been an effective member of their respective SAMVO Entity, hence SAMVO, for a reasonable period of time, preferably 3 years.
- Be qualified in the respective discipline to effectively perform the role to which they have been elected.

- Be fully conversant with their respective SAMVO Entity structure, hence; fully conversant with the SAMVO Constitution, SOPs and Guidelines.
- For the Regional Chairperson position, he/she should understand and accept their responsibility and obligations to the National Chairperson.
- There may be exceptions, but these will need to be heavily motivated and agreed.

Nominations and voting procedure for succession at Regional level:

- The Regional Executive members should serve for a minimum period of five years when they may offer themselves for re-election when the five year period of that post is up for election.
- Should a member of the Regional Executive wish to step down, this must be respected and the Regional Chairperson will inform the National Chairperson of this upcoming change.
- When a Regional Chairperson steps down or resigns:
 - The first requirement is that the Regional Chairperson communicates his/her decision to vacate the position to his/her immediate superior, being the National Chairperson.
 - The Regional Master-at-Arms is the effective Regional Vice Chairperson in the event that the Region does not have a Regional Vice Chairman, and he/she will step into the gap, should a gap become apparent or required.
 - The vacating Regional Chairperson's position should be communicated to those members who are directly impacted and these are the Club Executives who may inform their members at their discretion.
 - Taking into account the Regional Chairman's Regional Succession Plan, the Regional Chairperson calls for nominations and shortlists these.
 - He compares this to the criteria required and compiles a short list of candidates. Those who do not qualify should be advised accordingly.
 - The Regional Chairperson presents the list of candidates to the National Chairperson for discussions and possible negotiation and approval, which should result in a final nomination list.
 - The nominee or nominees on that nomination list will be asked to confirm their willingness to take up the position and to confirm that they understand and will perform against the requirements of the position and that they will abide by the rules.
 - The nominations are circulated to the Regional Executives and the Club Chairpersons and a date set for the next Regional meeting, during which voting can take place.
 - Members, who apologise that they are unable to attend, should be given the opportunity of a proxy or postal vote.
 - The result is announced and the outgoing member should be thanked and the incoming member congratulated.
 - The ideal is for the member who is vacating the position to be available to ensure a smooth transition and to back up the incumbent for a period of time.
- Other Regional Executive positions:
 - The same procedure as above, except that the Regional Chairperson informs the National Chairperson, but personally manages the process and nominations and final decision within the Region.
 - Keeping in mind that the vacating position has a line function to him/her as the Regional Chairperson and that there is a staff function of the position being vacated to the National Executive Officer responsible for that discipline, he should consult with the respective National Executive Officer on suitability and potential training requirements, as follows:
 - National Master-at-Arms for drill, dress and discipline issues.
 - National Communications Officer for COMOPS Own Forces and Local Pops and all PR related matters, such as website contribution.
 - National Treasurer for financial related matters.
 - National Welfare Officer on welfare related matters.
 - National Quartermaster for log matters.
 - National Digital Strategist for digital matters and Face Book moderation.

The National Chairperson and National Executives

The SAMVO Entity National Chairperson has a line function to the International Chairperson and is responsible for the growth and effective running of his/her SAMVO Entity and for the good standing of the National Executive, its Regions and the Clubs and the members within those Regions.

- The National Chairperson will be responsible to all his/her SAMVO Entity's Veterans for the success of their Zone and SAMVO. He/she will have an ascending line function to the SAMVO Chairperson and a descending line function to the Regional Chairpersons within his/her Zone.
- The National structure is; National Chairperson, National Vice Chairperson, National Master-at-Arms, National Ambassador-at-Large, National Communications Officer, National Treasurer, National Legal Officer, National Welfare Officer, National Digital Strategist and Face Book moderation, National Projects Officer and National Logistics Officer.
- The primary focus of the nominated National Vice-Chairperson will be retaining and increasing membership. The National Vice-Chairperson should be prepared to step in at any time to ensure the ongoing and smooth running of SAMVO, should the situation arise.
- The National Executive should be comprised of leaders with specialist disciplines, plus all Regional Chairpersons.
- In terms of Succession Planning, the National Chairperson is responsible for identifying potential discipline leaders who qualify by virtue of their background and training and for discussing and agreeing their nominations with the International Chairperson, as well as the International Executive, responsible for that particular discipline.
- Within the National Executive, each executive position has a line function to the National Chairperson and they also have a staff function to their International equivalent (ascending) and Regional equivalent (descending).
- The performance of these Executive Members is measured by agreed KPIs and they can be relieved of their duties by choice, or in agreement with the National Chairperson. This invariably will be in consultation between the National Chairperson and the National Executive and measured against that specific job objective and the respective KPIs.
- The National Executive is primarily staffed by members who are specialists within their respective disciplines, who can only be replaced by a member trained/qualified in that same discipline. Other than the National Chairperson and the National Vice-Chairperson, all executive members (*with specialist disciplines/skills*) will have staff-functions to the Regions within their respective disciplines and are not subject to election.
- The National Chairperson's position is leader and effectively "The business manager" of the SAMVO Entity. He will serve for periods of 5 years and the position will be open for re-election or election by members of the National Executive. All Regional Chairpersons serve on the National Executive and should propose and vote in the best interests of their Region's membership. They should therefore ensure that their members are informed and that their choice from the nomination list is presented as the choice for that Region.
- The incumbent National Chairperson has the right to choose his/her own Vice Chairperson, but consideration should be given to that person's length of service, understanding of the Constitution, the rules and by-laws of SAMVO and the ability to communicate effectively at all levels.

Appointment criteria at National level

Appointments at National level should be based on:

- A member of good standing within his/her Club.
- The nominee should have been an effective member and proven leader within SAMVO for at least 5-years.
- Be qualified in the respective discipline to effectively perform the role to which they have been elected.
- The nominee must be fully conversant with the SAMVO Constitution, SOPs and Guidelines.
- The nominee for National Chairperson must understand and accept his/her responsibilities and accountabilities to the International Chairperson.
- Voting is held at National Executive level, where the members are represented by their Regional Chairpersons.

The International Chairperson and International Executives

The SAMVO Chairperson will be responsible to all four SAMVO Entity's Veterans for the success of SAMVO. He/she will have a descending line function to the National Chairpersons and to his/her specialist staff members.

The primary focus of the nominated SAMVO Vice-Chairperson will be retaining and increasing membership. He/she should also be prepared to step in at any time to ensure the ongoing and smooth running of SAMVO, should the situation arise. As this position is, in effect, the Chairperson's running mate, he is selected at the sole discretion of the Chairperson. Should the Chairperson change to

another, the position of Vice Chairperson becomes vacant, to be filled at the discretion of the incoming Chairperson.

The balance of the SAMVO Executive is comprised of specialist discipline leaders and all the Regional Chairpersons. These include:

1. SAMVO Master-at Arms.
2. SAMVOA National Chairperson.
3. SAMVOZA National Chairperson
4. SAMVOE National Chairperson
5. SAMVOTA National Chairperson
6. SAMVO Ambassador at Large
7. SAMVO Principal Representative at the CMVO
8. SAMVO Director Communication Operations
9. SAMVO Director Medals and Awards.
10. SAMVO Director Digital Resource Owner
11. SAMVO Webmaster.
12. SAMVO Digital Transformation Strategy
13. SAMVO Director Peer Support
14. SAMVO Director Management Services
15. SAMVO Welfare and Parliamentary Representative
16. SAMVO Director Historical and Museum Curator
17. SAMVO Director Merchandising and Logistics.