

**EANGUS**

**Enlisted Association of the National Guard of the United States 1 Massachusetts Avenue NW, Suite 880**

**Washington, DC 20001**

**WOMEN’S AFFAIRS COMMITTEE**

**Standard Operating Procedures (SOP)**

# Approved by the EANGUS Executive Council 17 August 2024

# ENLISTED ASSOCIATION OF THE NATIONAL GUARD OF THE UNITED STATES

## WOMEN’S AFFAIRS COMMITTEE

***STANDARD OPERATING PROCEDURE (SOP)***

1. ***PROPONENT*:** This SOP is established by the Chair of the EANGUS Women’s Affairs Committee. Submit suggested changes to this SOP to EANGUS, ATTN: Executive Director, 1 Massachusetts Ave NW, Ste 880, Washington, DC 20001. Suggested changes will then be forwarded to the current Women’s Affairs Committee Chair.
2. ***AUTHORITY:*** This SOP establishes direction of this committee in accordance with the Bylaws of the Enlisted Association of the National Guard of the United States (EANGUS), Article VIII (Committees).
3. ***PURPOSE****:* The purpose of this SOP is to establish guidelines and standard operating procedures for the Women’s Affairs Committee. The objective of the committee is to review and address issues affecting women EANGUS members, National Guard servicewomen and women veterans.
4. ***MISSION STATEMENT***: Advise and recommend to the Executive Council policies and tasks which will promote the interests and welfare of all women EANGUS members and National Guard servicewomen and women veterans.
5. ***ACTIVITIES AND FUNCTIONS***: This committee serves year-round and accomplishes the following:
   1. Assist state associations with nomination of a Women’s Affairs Committee representative.
   2. Monitors annual statistics of enlisted women in the National Guard and coordinates with the state associations on efforts to increase women membership in EANGUS.
   3. Collect qualitative data from EANGUS members, National Guard service members, and veterans for use in identifying women specific issues.
   4. Provides the EANGUS membership, Executive Council, and National Auxiliary Women’s Affairs Chair updates on matters on a quarterly basis as required by the Bylaws.
   5. Submits a written and electronic report to the General Membership at the EANGUS Annual National Conference.
   6. Submits resolutions addressing women specific issues of women EANGUS members and National Guard servicewomen and women veterans to the Resolutions Committee.
   7. Gathers and disseminates information regarding medical, health, and other resources and services available to women EANGUS members, National Guard servicewomen, and women veterans.
6. ***DUTIES AND RESPONSIBILITIES*:** The EANGUS Women’s Affairs Committee shall be comprised of EANGUS members and consist of a Chair and Vice-Chair, and at least one representative from each of the state associations. Duties and responsibilities for each are explained in sub-paragraphs a, b, and c.
   1. Women’s Affairs Committee Chair:
      1. Shall be appointed by the EANGUS President and serve at the call and direction of the EANGUS President.
      2. Attends any meetings or events as determined by the EANGUS President.
      3. Prepares an annual budget of all proposed expenses for the Committee (i.e. Workshop attendance, postage, telephone, etc.) using the EANGUS budget format and will submit it to the EANGUS President for consideration annually by 15 September or as directed by the President.
      4. As directed by the EANGUS President, prepares and submits a quarterly written report of activities and participates in the quarterly Committee Chair meeting conducted by the Vice-President.
      5. Directly supervises all activities and functions of the Committee and maintains communications with appointed members throughout the year.
      6. Conducts an annual review of the Women’s Affairs Committee SOP and solicits feedback of changes from the Committee members. Proposed changes will be submitted to the EANGUS Executive Council for approval.
      7. Organizes and presides over the annual Women’s Affairs Committee meeting held during the EANGUS National Conference each year.
      8. Presents the committee Annual Report to the General Membership during the EANGUS National Conference each year.
      9. Collaborates with the Veteran’s Affairs Center for Women Veterans and the Defense Health Agency to ensure women EANGUS members, National Guard servicewomen, and women veterans have access to current information and resources needed to address women specific issues.
      10. Attend events and activities with women’s services community outreach providers.
      11. Resolve, to the greatest extent possible, individual state and area conflicts with this SOP. Coordinate with the EANGUS President on issues that cannot be resolved.
   2. Women’s Affairs Committee Co-Chair:
      1. Shall be appointed by the EANGUS President and serve at the call and direction of the EANGUS President.
      2. Conducts all duties of the Committee Chair in his/her absence.
      3. Assists with the annual review of the SOP for the Women’s Affairs Committee.
      4. Assists with coordination of the quarterly committee meetings
      5. Assists with coordination of the committee meeting at the EANGUS National conference.
      6. Attend events and activities with women’s services community outreach providers.
   3. Women’s Affairs Committee State Representative
      1. To serve at the call and direction of the Committee Chair.
      2. State committee members are determined by the state association.
      3. Attends quarterly committee meetings.
      4. Attends events and activities with women’s services community outreach providers within their respective states.
      5. Gathers and disseminates information regarding medical, health, and other resources and services available to women EANGUS members, National Guard service women, and veteran women within their respective states.
      6. Provides the committee Chair and Co-Chair with a report of activities conducted and contacts with community outreach providers.
      7. Attend the committee meeting at the EANGUS national conference.
7. ***EFFECTIVE DATE:*** The effective date of this SOP is 17 August 2024. This edition supersedes all previous operating instructions or documents that conflict with this guidance.