



NGAT

National Guard Association of Texas
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NGAT Membership Committee Standard Operating Procedures (SOP)

Approved by the NGAT Board of Directors
(Pending Approval)

National Guard Association of Texas
NGAT CONFERENCE COMMITTEE
STANDARD OPERATING INSTRUCTIONS (SOP)

Paragraph	Title	Page
1	Proponent	3
2	Purpose & Scope	3
3	Vision	3
4	Definitions	3
5	Responsibilities	4
6	Membership Processes	4
7	Membership Committee Operations	4-5
8	Contest & Incentives	5
9	Unit Visits & Member Outreach	5
10	Feedback and Continuous Improvements	5
11	SOP & Bylaw Maintenance	5
12	Effective Date	

NGAT Membership SOP

1. Proponent. This SOP is established by the National Guard Association of Texas (NGAT). Submit suggested changes to this SOP to NGAT, ATTN: Executive Director, 3706 Crawford Ave, Austin, Texas 78731. Suggested changes will then be forwarded to the NGAT Conference Committee for consideration.

2. Purpose & Scope

This SOP defines the roles, responsibilities, processes, and operating practices of membership-related activities within the National Guard Association of Texas (NGAT). It is intended for all NGAT members, Committee members, and leadership to ensure transparency and consistency. The SOP complements NGAT's Bylaws and resources in the Membership Toolkit.

3. Vision: A strong, united NGAT where every eligible Guard member is empowered, informed, and engaged.

- Mission: Advance the interests of Texas National Guard service members through legislative advocacy, professional development, member benefits, and community outreach.
- Guiding Principles:
 - Integrity and transparency in all membership operations
 - Service before self; the organization is not a vehicle for private gain
 - Inclusivity: Committee meetings are open to all members
 - Continuous improvement: adapt and evolve processes to best serve members.

4. Definitions

- Member: As defined in the NGAT By-Laws.
- Membership Committee: The standing committee charged with membership growth, retention, engagement, and oversight.
- Committee Meeting: Quarterly formal gathering of the Membership Committee (open to all NGAT members).
- Membership Toolkit: NGAT's web-based set of resources (forms, flyers, manuals).
- Bylaws: The governing rules adopted by NGAT membership.

5. Responsibilities

- Membership Committee Chair: Lead efforts, set agenda, report to leadership, monitor metrics.
- Committee Members: Attend meetings, contribute to recruitment, and review membership data.
- NGAT Staff: Maintain database, process applications, support insurance/benefit programs.
- All NGAT Members/Units: Promote NGAT, offer feedback, invite unit visits.

6. Membership Processes

- Recruitment & Onboarding:
 - Use materials from Membership Toolkit.
 - Present benefits at events and drills.
 - New members apply online or via a form; applications are processed by NGAT Staff. NGAT Staff will send a welcome packet and orientation information within 10 days of receiving the application.
- Retention & Engagement:
 - NGAT Staff will track expirations and send billing and reminders.
 - Survey members.
 - Promote benefits regularly.
- Member Benefits Communication:
 - Keep the benefit summary current in the welcome packet and on the website.
 - Continue to highlight the insurance program to all members.
 - Direct members to the website for information and guidance.

7. Membership Committee Operation

- Meetings:
 - Quarterly (4 times/year), open to all NGAT members.
 - Typical agenda includes metrics, campaigns, and feedback.
- Committee Membership & Terms:
 - Open to volunteers; appointed based on need/interest.
 - Annual terms, renewable.

7. Membership Committee Operation (Continue)

- Reporting:
 - Submit report after each meeting to NGAT President.
 - Include membership data and action updates.
 - Update membership quarterly with a brief article in the NGAT News Magazine.

8. Contests & Incentives

- Outline active drives (e.g., Red River Rivalry).
- Clarify rules, prizes, and deadlines.
- Ensure fairness and transparency.
- Ensure all projected events are properly budgeted in the Annual Budget.

9. Unit Visits & Member Outreach

- Offer unit briefings and discussions.
- Use a request form for scheduling visits.
- Follow up with notes and feedback.

10. Feedback & Continuous Improvement

- Maintain a feedback log.
- Review and adjust quarterly.

11. SOP & Bylaw Maintenance

- Align SOP with NGAT Bylaws.
- Review annually or as needed.
- Amendments must follow Bylaw procedures.

12. Effective Date. The effective date of this SOP is XXXXXXXX. This SOP will be used to plan and execute the NGAT Membership Committee. This SOP supersedes all previous operating instructions and/or guidance that conflicts with this guidance.