

Single Marine Program  
MCCS Lejeune- New River  
Executive Council Responsibility



In addition to unit SMP Representative Responsibilities:

- Single or unaccompanied, active duty service member
- Must have at least 1 year left on orders
- Leads by example!
- Is appointed in writing and shall attend the monthly council meeting for his/her respective area.
  - If unable to attend a SMP monthly meeting, the SMP Representative is responsible for notifying the SMP Coordinator in advance.
  - Failure to attend monthly meetings will result in removal from elected position.
- Works with the SMP Coordinator to establish a meeting agenda prior to the start of the monthly council meeting.
- Leads the respective monthly SMP Council meeting and participates in all SMP Council meeting votes, when a vote is required.
- Promptly responds to emails
  - Shall provide the SMP Coordinator with an email address that is checked regularly.
- Works directly with the SMP Coordinator to resolve problems and keep the Coordinator informed about ideas and initiatives to ensure all orders and directives regulating the SMP are adhered to.
- Serves as a subject matter expert on the SMP program by understanding MCO 1700.36B.
- Participates/serves on SMP committees, MCIEAST Regional meetings and special projects.
- When needed: Attends briefs, PMEs or resource fairs to promote the SMP across the installation and inform others about program pillars and upcoming events.
- Is responsible for all duties assigned by the SMP Coordinator, and/or the MCIEAST SgtMaj.
- Acts as a mentor/leader by disseminating SMP information to all single and geographical bachelor service members.
- Helps address any Quality of Life issues regarding single Marines and Sailors by following the SMP QOL Protocol. If an issue cannot be resolved at the unit level, then brings the issue to the SMP Coordinator for assistance.
- Works with the manager of their respective Recreation Center in planning and running events and activities.
- Supports the SMP through time and attendance at events, volunteer opportunities, etc.

If unable to fulfill these responsibilities, inform the SMP Coordinator and do a proper turnover!