



# Military Brotherhood MMC

SOP 7 – Rev 24Jan 2020

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## Standard Operating Procedure (SOP)

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### Sub Branch Quarterly situation Report (SITREPS)

#### General

1. The ability to advise the Club Executive of each Sub Branch's or Lone Riders operational situation is a critical component to ensuring effective overall management and membership satisfaction in the progress of the club.
2. As such, the Sub branch Situation Report (SITREP) is to be completed by each Sub Branch and Lone rider and emailed to their State President who will forward to the National Secretary in the last week of March, June, September and December.
3. The Sub Branch SITREP is to be used for the following purpose:
  - a. To advise the progress of both Service and Sierra Squad Memberships, whether in a Sub Branch or Lone Rider.
  - b. To advise any changes in Executive positions to be reflected on the club website:
  - c. To identify any operational issues which may be rectified by the Club or other Sub Branch's; and
  - d. To maintain an archival record of Sub Branch progress.



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## SITREP

To State Rep Quarterly. Last day of March, June, September. December

<b>Location Name:</b>	Sub Branch:	Lone Rider (include location and AKA):
<b>Date:</b>		
<b>Number of Members:</b>		
<ul style="list-style-type: none"> <li>• Service Members             <ul style="list-style-type: none"> <li>• Sierra Squad</li> <li>• Junior</li> </ul> </li> <li>• Retired Members             <ul style="list-style-type: none"> <li>• Nominees</li> <li>•</li> </ul> </li> </ul>		
<b>Name of Members</b>		
<ul style="list-style-type: none"> <li>• New Members             <ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul> </li> <li>• Transferred members             <ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul> </li> <li>• Members who have left club             <ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul> </li> </ul>		
<b>Date of last General Meeting:</b>		
<b>Change in Executive Members</b>		
	<b>Phone Number</b>	<b>Email Address</b>
<b>President</b>		
<b>Vice President</b>		
<b>Secretary</b>		
<b>Treasurer</b>		
<b>SSM</b>		
<b>Other</b>		



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**Issues for the Club:** (not Sub Branch issues)

**Members currently qualified through ADTP:**

(Level)

**Members newly qualified through ADTP**

(Level)

**Welfare details ( Hours, number of contacts, visits)**

**FOR THE SUB BRANCH WEB PAGE – Major event or Project:**

**Sub Branch Comments:** (expand as required)