



Military Brotherhood MMC

SOP 17 –Rev 29 Jan 20

Standard Operating Procedure (SOP) 17 Duties and Responsibilities of a Manager, Veterans Assistance Centre (VAC)

General.

1. This SOP outlines the duties and responsibilities of a Manager, Veterans Assistance Centre (VAC).
2. The duties and responsibilities of the VAC Manager are:
 - a. To be fully conversant with the Club Constitution, Club Operating Procedure (SOP's) and any applicable Sub-Branch SOP's,
 - b. To report to the Secretary each week for details of any events to be held at the VAC,
 - c. Ensure the VAC is kept in a clean and tidy state,
 - d. To ensure that all VAC equipment and general facilities are operable and in good order,
 - e. To ensure that sufficient beverage supplies are available,
 - f. To ensure that sufficient food supplies are available,
 - g. To work with the Treasurer to account for any monies placed in the relevant 'donation' jars,
 - h. To conduct a 'spot check' of all equipment prior to each gathering,
 - i. To advise the Executive of any discrepancy in food stuffs, beverages or equipment,
 - j. To work with all Sub Committee's to ensure the VAC equipment and facilities are available for use, and
 - k. Any other duties and responsibilities as directed by the Executive.