



Standard Operating Procedure (SOP) 2

Sub-Branch Position Responsibilities

General

- 1) All positions within the Military Brotherhood MMC carry a responsibility which must be respected and appreciated by all members.
- 2) The various positions described herein are appointed by a vote of all sub-branch Service members at the annual general meeting (AGM).
- 3) The following duty statements describe the responsibilities applicable to each position within a sub-branch.
- 4) The following positions must be held by individual and differing Service Members only:
 - a. President
 - b. Vice President
 - c. Secretary
 - d. Treasurer
- 5) The following positions may be “double hatted” with those named in paragraph 4 however, a one member, one vote policy is mandated within the constitution therefore the dual position is only worth one vote:
 - a. SSM
 - b. QM

- 6) The following positions may be filled as Honorary Positions by Sierra or Retired members if there are no Service members available to fill the position. If / when a Service member is able to fill these positions the Executive can appoint them immediately, otherwise the Sierra member can hold the position until the next AGM:
- a) Treasurer
 - b) QM

Presiding over Meetings

- 7) Subject to sub-clause (a) and (b) the Sub Branch President is to preside at all general meetings and executive meetings:
- a. If the President is absent from a meeting, the Vice-President must preside at the meeting.
 - b. If the President and Vice-President are both absent, the presiding member for that meeting must be:
 - i. A member elected by the other members present if it is a general meeting; or
 - ii. An executive member elected by the other executive members present if it is an executive meeting.

President (Executive Position – Service Member Only)

- 8) The President must:
- a. ensure the other members of the Executive conduct their duties and responsibilities in accordance with the motions as passed by the membership;
 - b. preside at all general meetings;
 - c. execute the role of Liaison Officer (LO) for the Sub Branch;
 - d. validate all minutes taken from any meeting conducted within the Sub Branch;
 - e. contact and maintain relationships with business enterprises to provide opportunities for discounts for Club members;

- f. work with the Executive to ensure communications with other Sub Branches, businesses and government organisations is maintained;
- g. ensure all members comply with the Act, the Constitution, and the Standard Operating Procedures (SOPs); and
- h. perform any other duties imposed by this Constitution and State Laws.

Vice President (Executive Position – Service Member Only)

- 9) The Vice President must:
- a. assists in all policy decisions with the President;
 - b. if the President is absent from a meeting, preside at the meeting;
 - c. will supervise the activities of the Executive and Sierra Squad Committee;
 - d. be the NOTIFICATION OFFICER for any sickness or injury to members; and
 - e. assumes control in the absence of the President.

Secretary (Executive Position – Service Member Only)

- 10) The Secretary must:
- a. Maintain the Register of Members in accordance with the respective state regulations,
 - b. Validating all military history and honours and awards claimed by members and applications for membership,
 - c. Coordinate all correspondence,
 - d. Ensure minutes of all proceedings of general meetings, and of Executive meetings are kept in accordance with the respective State Regulations,
 - e. Compile the Sub Branch SITREP and ensure it is passed to the State President to meet the quarterly return schedule,

- f. Compile the Sub Branch Annual Events Calendar and ensure member attendance is recorded in the quarterly SITREPs,
- g. Unless the members resolve otherwise at a general meeting – have custody of all books, documents, records and registers, and
- h. Perform any other duties imposed by the Constitution and state laws on the Secretary.

Treasurer (Executive Position – Refer to SOP 1)

- 11) The Treasurer must:
- a. Receive all moneys paid to or received and issue receipts for those moneys,
 - b. Deposit all moneys received into the financial account within five working days of receipt,
 - c. Make any payments from the Sub-Branches funds authorised by the executive or by a general meeting,
 - d. Ensure cheques are signed by the treasurer and at least one other executive member as authorised by the executive,
 - e. Ensure the account records are kept in accordance with the respective state regulations,
 - f. Coordinate the preparation of the annual statement of accounts,
 - g. When directed by the President, submit to the executive a report, balance sheet or financial statement in accordance with that direction,
 - h. Have custody of all securities, books and documents of a financial nature and accounting records unless the members resolve otherwise at a general meeting, and
 - i. Perform any other duties imposed by this Constitution or state laws on the Treasurer.

Quartermaster (Executive Position – Refer to SOP 1)

- 12) The Quartermaster (QM) must:
- a. Maintain a register of all assets and stores,
 - b. Ensure all assets and stores are kept in a useable state,
 - c. Report at meetings the to-date situation regarding all assets and stores, Provide a means of ordering stores,
 - d. Deliver all monies obtained from sale of items and stores to the Treasurer within five days, and
 - e. Be a signatory for signing cheques to release funds.

Sub-Branch Sergeant Major (Executive Position – Service Member Only)

- 13) The duties and responsibilities of the Sub-branch Sergeant Major (SSM) are:
- a. To maintain the discipline of all sub-branch members and report any misconduct of any member to the President.
 - b. To be available to arbitrate between members having a dispute.
 - c. To be fully conversant with the club Constitution and applicable SOPs.
 - d. To be answerable to the State President for any violation of the Constitution or SOPs by their sub-branch.
 - e. To ensure that all club members adhere to Club Constitution and any applicable SOPs, including correct dress (SOP 3) and behaviour.
 - f. To ensure that any decisions by sub-branch executive committees are not in violation of the Constitution or SOPs.
 - g. To mediate when disagreements arise between club members and or guests, to the extent of separating parties till resolution can be achieved. Such resolution is to be attempted as soon as possible after the disagreement occurs.
 - h. They are to ensure all club members are responsible for the behaviour of their guests;
 - i. They are to mediate with the relevant Sergeant at Arms of a club involved in inter-club disputes, with the aim of assisting

each President in achieving diplomatic resolution to any dispute.

- j. They are to aid the sub-branch President in mediation with any civilian organisations or entities that have a dispute with a club member on any club runs, or on anything to do with club business.
- k. They are to ensure all club members involved in disciplinary hearings are briefed, and they are to organise such hearings as are necessary; and
- l. They are to maintain order and discipline at any meetings held by the club or sub-branch.
- m. Provide mentorship to Service membership and Service membership nominees.

Sierra Squad Leader (Non-Executive Appointment – Sierra Only)

- 14) The Sierra Squad Leader (SSL) must:
- a. Provide mentorship to Sierra nominees (Not inclusive of Service membership nominees during probation period),
 - b. Attend all squad meetings, general meetings and executive meetings,
 - c. If the SSL is absent from a meeting, the Road Captain (RC) must attend ~~at~~ the meeting in ~~the~~ place,
 - d. If the SSL and the RC are both absent, the attending member for that meeting from the squad must be a member elected by the other squad members present,
 - e. Ensure the squad and all members comply with the Constitution and SOPs, and
 - f. Perform any other duties directed by the President.

Road Captain (For riding Service or Sierra Members Only)

- 15) The sub-branch executive will select a member from either the Service members or Sierra Squad for the RC position. The responsibilities of the RC are:
- a. Providing a safety and security brief prior to any organised ride;
 - b. Confirming the order of the ride;
 - c. Maintaining the designated road speed;
 - d. All navigation to and from any event or run;
 - e. Overall control during the ride;
 - f. Control of any road mishap assisted by the nominated tail end Charlie during official rides.
 - g. Ensuring the First Aid Officer is at the rear of the pack and the First Aid kit is either with [them](#) or on the recovery vehicle; and
 - h. Brief the driver of any support vehicle, including recovery, of any breakdowns or bikes involved in an accident.

Disciplinary Corporal. (Non-Executive – Service Member Only)

- 16) The Disciplinary Corporal (DC). is not an executive position. The adoption of a DC position is not mandatory within a Sub-branch but can be raised to assist the SSM. The duties and responsibilities of the DC are:
- a. They are answerable to their SSM
 - b. They are fully conversant with Club Constitution, and any applicable SOPs;
 - c. They are to undertake any reasonable task as directed by their SSM; and
 - d. In the absence of their SSM at any club or sub branch meeting, gathering or function, they are to fulfil the duties of their SSM.