



Military Brotherhood MMC

SOP 7 – Rev 29 JAN 2025

Standard Operating Procedure (SOP) 7

Sub-Branch Quarterly Situation Report (SITREPS)

General

1. The ability to advise the Club Executive of each Sub-Branch's 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 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.
 - 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.

 MILITARY BROTHERHOOD MMC 	
SITREP	
To State President Quarterly , by the last day of March, June, September, December	
SUB BRANCH:	
DATE:	
NUMBER OF MEMBERS:	
Service Members	
Sierra Squad	
Junior	
Life Members	
Retired Members	
Members under Probation	
Interested in Applying for Membership	
MEMBER INFORMATION NAME OF MEMBERS / SERVICE / MEMBERSHIP TYPE / AKA / SERVICE STARS / CLUB AWARDS (Insert rows where required)	Example - Billy Bob / Army / Service / Bobby / 3 Stars / Diligence

NEW MEMBERS NAME OF MEMBERS / SERVICE / AKA	
Transferred Members NAME OF MEMBERS / SERVICE / MEMBERSHIP TYPE / AKA / CLUB STARS / CLUB AWARDS FROM WHICH SB	Example - Billy Bob / Army / Service / Bobby / 3 Stars / Diligence / from Graceland
MEMBERS WHO HAVE LEFT THE SB or CLUB NAME OF MEMBERS / SERVICE / MEMBERSHIP TYPE / AKA / CLUB STARS / CLUB AWARDS / GOING TO DATE / DATE	Example - Billy Bob / Army / Service / Bobby / 3 Stars / Diligence / to Lakes SB / 28 Jan 2025

DATE OF THE LAST GENERAL MEETING:		/..../.....	
EXECUTIVE MEMBERS: Note: A phone number and an email address MUST BE supplied for contacting the Sub Branch			
Position	AKA	CONTACT NUMBER	EMAIL ADDRESS
President			
Vice President			
Secretary			
Treasurer			
SSM			
QM			
SSL			
RC			
DC			

MATTERS TO BE RAISED NATIONALLY VIA STATE PRESIDENT (type in information, press enter for extra lines) [see SOP 15 if Constitution and/or SOP amendments are being presented.](#)

MEMBERS CURRENTLY QUALIFIED THROUGH ATDP	Well Being / Compensation	NAME / AKA	
MEMBERS UNDER TRAINING THROUGH ATDP	Well Being / Compensation	NAME / AKA	
WELFARE DETAILS	HOURS	NUMBER OF CONTACTS	VISITS

Activity Dot Brief
Recently Completed Event Information: (type in information, press enter for extra lines)
Future Events: (type in information, press enter for extra lines)
Sub- Branch Overview: (type in information, press enter for extra lines)