Standard Operating Procedure (SOP) 2

Sub-Branch Position Responsibilities

General & Executive Governance

1) All appointed and elected positions within the Military Brotherhood MMC (MBMMC) carry a high level of responsibility which must be strictly respected, appreciated, and executed by all members. Within an incorporated Sub-Branch, those holding office carry a fiduciary duty to protect the Club's visual identity (SOP 3), data security (SOP 21), and professional standing as an Ex-Service Organisation (SOP 30).

2) The various executive and responsibility positions described herein are appointed by a formal majority vote of all financial, resident Sub-Branch Service members at the Annual General Meeting (AGM), or filled as casual vacancies by the Executive Committee in accordance with the National Constitution.

3) The following duty statements describe the precise, mandatory operational and compliance responsibilities applicable to each position within a Sub-Branch. To maintain the validity of our national **Veterans' Indemnity and Training Association (VITA) professional indemnity insurance** and ACNC registered charity status, strict adherence to these duties represents the only authorised path of operation.

4) Core Executive Separation (No "Double-Hatting" of Primary Roles): To satisfy State incorporation laws, audit transparency, and the Club's financial security controls, the following four primary executive officer positions must be held by four separate, individual, and differing financial Service Members:

- **a.** President
- **b.** Vice President
- **c.** Secretary
- **d.** Treasurer

Strictly no "double-hatting" or consolidation of these four primary executive roles

is permitted within any active Sub-Branch.

5) Secondary Executive Roles & Voting Limits: The following executive positions may be held as dual positions ("double-hatted") by those Service Members already holding office under Paragraph 4:

- **a. Sub-Branch Sergeant Major (SSM)**
- **b. Sub-Branch Quartermaster (QM)**

*To preserve the **"one member, one vote"** constitutional mandate, a member holding a dual executive position is strictly limited to **one vote** on any executive committee, special, or general Sub-Branch motion.*

6) Honorary Appointments & Voting Restrictions: If no qualified Service Member is available to fill the positions of Treasurer or Quartermaster, these roles may be filled as **Honorary Positions** by financial Sierra Squad or Retired members. While acting in an honorary capacity, the following strict controls apply:

- **a.** Honorary officers may execute all administrative, clerical, and logistical tasks associated with the role.
- **b. Honorary officers are strictly non-voting positions.** They are prohibited from casting a vote on any executive committee decision or Sub-Branch motion.
- **c.** The honorary appointment must be reviewed and re-endorsed by the President monthly and is strictly limited in tenure until a qualified Service Member becomes available or the next scheduled AGM.

7) Non-Executive Appointments & Responsibility Roles: The Sub-Branch Executive Committee is authorised to appoint and supervise non-executive officers to manage specialized operations. These positions do not carry executive voting rights and are restricted to specific membership classes:

- **a. Sierra Squad Leader (SSL):** A non-executive, Sierra-only position nominated by the local Sierra Squad and formally endorsed by a vote of the Sub-Branch Service Members.
- **b. Road Captain (RC):** A non-executive safety position appointed by the Executive, open only to active, riding Service or Sierra Squad members.
- **c. Disciplinary Corporal (DC):** A non-executive disciplinary assistant appointed by the Executive, open only to Service Members in good standing, acting under the direct command of the SSM.

- **d. Sub-Branch IT Administrator:** A non-executive technical security position appointed by the Executive, open to any Service or Sierra Squad member possessing verified digital literacy, responsible for managing official email recovery keys, digital credentials, and platform access.

President (Executive Position – Service Member Only)

8) The Sub-Branch President is the chief executive, compliance officer, and commanding authority of the Sub-Branch. The President is personally responsible to the National Executive Committee (NEC) for ensuring that the Sub-Branch complies with the National Constitution, Standard Operating Procedures (SOPs), state incorporation laws, and Australian Charities and Not-for-profits Commission (ACNC) regulations.

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 and the directives of the NEC;

b. Preside at all Sub-Branch General Meetings and Executive Meetings;

c. Execute the role of Liaison Officer (LO) for the Sub-Branch;

d. Validate and sign 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 are actively maintained;

g. Ensure all members comply with the Associations Incorporation Act, the National Constitution, and the Standard Operating Procedures (SOPs);

h. Perform any other duties imposed by the National Constitution and State Laws;

i. **Enforce Uniform Standards (SOP 3 Alignment):** Enforce absolute visual compliance with the Club Standard of Dress (CSOD) within their jurisdiction. The President must ensure that all members wear the mandatory Sub-Branch patches. The President shall supervise the Sub-Branch Quartermaster (QM) and Sergeant Major (SSM) to ensure all

issued and displayed regalia strictly conform to the dimensional and layout standards established in SOP 3

j. Maintain Executive Separation (SOP 25 Alignment): Formally elect and maintain a Sub-Branch Executive Committee where the four primary executive positions—President, Vice President, Secretary, and Treasurer—are held by four individual and differing Service Members. Under no circumstances may these four primary roles be "double-hatted" by the same individual.

k. Enforce Membership Integrity (SOP 10 Alignment): Ensure the Sub-Branch Secretary contacts the National Secretary via official email to verify all applicants against the National "Do Not Admit" database prior to onboarding or accepting any membership application. To prevent un-vetted onboarding or the distribution of non-compliant materials, the President **shall** ensure that all blank membership application forms are sourced directly from their respective State President. Sub-Branches are strictly prohibited from storing, photocopying, or distributing blank membership forms locally, and **shall not** upload or share blank templates on any public or closed social media platforms.

l. Enforce Document and Signature Integrity: Strictly prohibit the use of digital or electronic signatures by applicants or Sub-Branch Executives on official records, application forms, and compliance checklists. All club-related documentation must be managed as physical documents and signed physically with ink.

m. Enforce Financial Timeline and Deposit Controls (SOP 4 Alignment): Ensure the Sub-Branch Treasurer deposits all moneys paid to or received by the Sub-Branch into the official incorporated bank account within five (5) working days of receipt. Enforce the monthly collection of the Sub-Branch Building Fund (SBF) from eligible members and coordinate the timely annual payment of the National Building Fund (NBF) to the National Account.

n. Enforce Compliance Reporting: Forward completed quarterly SITREPs. The Sub-Branch Secretary shall compile and submit the Sub-Branch Situation Report (SITREP) on the prescribed national template on a quarterly basis (due the last day of March, June, September, and December) to the State President, with a copy to the National Secretary. **Exception:** Provisional Sub-Branches under probation shall submit monthly SITREPS in accordance with SOP 25.

o. Manage Grant Auspicing and Charity Boundaries (SOP 29 Alignment): Strictly oversee that any local grant application, sponsorship, or donation request leveraging the National Body's ACNC status is fully

vetted, co-signed by the Sub-Branch Treasurer, physically reviewed and endorsed by the State President (by completing and signing Section 8 of the SOP 29 Annex B form), and approved in writing by the National Executive prior to submission. The President **shall** ensure that all auspiced or charitable funds are used solely for benevolent veteran relief and are never commingled with, or spent on, social activities, member perks, or RoundUp events.

p. Audit and Execute the Four-Gate Veteran Advocacy Program (SOP 14 Alignment): Personally oversee and execute the mandatory four-gate process required to transition a member from trainee to authorised practitioner. The President **shall** strictly enforce:

- Gate 1: **(Qualification & Training):** Verify candidate suitability and execute the local recommendation in Section E of the Annex A Nomination Form. Ensure the completed form is submitted to the National Welfare Officer for Section F endorsement, **copying (cc) the State President on the transmission email** for regional awareness and alignment with SOP 22 Gate 1 vetting.

- Verify that the member is formally registered via ATDP, paired with an appointed, ESO-authorised Workplace Mentor, and has successfully completed the nationally accredited 11019NAT Course in Military Advocacy, receiving a formal Registered Training Organisation (RTO) Statement of Attainment.

- Gate 2: (Local Authorisation): Conduct a physical audit **Part 1 (Attestation Summary)** of the trainee's Annex B Workplace Experience Logbook and issue a formal, written "Written Authority to Practice," strictly limited to the stream and level achieved.

- Gate 3: (Command awareness Loop): Immediately submit the completed Sub-Branch Registration Data Form (SOP 14, Annex C) to the National Executive, and shall copy (cc) the respective State President on the submission email.

  AUDITOR CRITICAL WARNING: *Failure by the President to copy the State President on the Gate 3 notification chain immediately invalidates VITA Professional Indemnity Insurance for that practitioner. No member is permitted to provide advice, complete claims, or conduct home/hospital visits without active VITA coverage.*

- Gate 4: (Activation): Verify that the National Authorised Persons have entered the practitioner on the Accredited Advocate Register and issued them the official VITA Insurance Brochure.

q. Maintain Local Safeguarding Files: Verify and maintain up-to-date, state-

specific physical files for Working With Children (WWC) and National Police Checks locally for all active Sub-Branch advocates.

r. Mandate the Leadership Attestation: Execute the annual Sub-Branch Compliance Audit and sign the physical Part IV: Leadership Attestation of Annex A to SOP 2, certifying under physical signature that all founding and active members have been vetted, all files are physically managed, and all advocacy gates have been cleared.

s. Mandatory Incident Notification & Escalation (Crisis Command): The President carries ultimate accountability for the immediate vertical escalation of all local incidents. The President **shall** act as the primary liaison officer with the State President and National Executive during a crisis.

i. **Immediate Action:** Upon receiving notice of any incident involving police contact, a serious vehicle accident, a member's hospitalisation, or a public reputational threat (e.g., complaints from venue owners or publicans) during a Club event, the President **shall** notify their State President and the National Sergeant Major verbally or via secure text **within two (2) hours of the occurrence**. Failure to execute this mandatory verbal notification within the two (2) hour window, or any attempt to withhold operational or disciplinary information from the National Executive Committee (NEC), shall immediately trigger the Emergency State Intervention Protocol under Paragraph 17.

ii. **Protection of Executive Awareness:** The President **shall** enforce a strict culture of transparency, ensuring that no local officer or member withholds information regarding active disciplinary or reputational matters.

t. Caretaker Cooperation (SOP 26 Alignment): The President shall actively support regional caretaker management or consolidations in accordance with SOP 26, coordinating with the State President to maintain regional administrative continuity if adjacent branches fall below the five (5) Service Member minimum.

Vice President (Executive Position – Service Member Only)

9) The Sub-Branch Vice President is the second-in-command and deputy executive officer of the Sub-Branch. The Vice President is directly responsible to the President and the National Executive for supervising administrative and squad operations, leading local dispute resolution and mediation processes, and executing executive command

immediately in the absence or incapacitation of the President.

The Vice President must:

a. Assist in Executive Decisions: Partner closely with the Sub-Branch President to co-formulate local administrative policies, plan Sub-Branch events, and oversee regional veteran support initiatives.

b. Execute Command in the President's Absence: Preside over all Sub-Branch General and Executive Committee Meetings if the President is absent. Assume full executive command, administrative authority, and ceremonial duties of the Sub-Branch immediately if the President is medically incapacitated, suspended, or vacates office.

c. Supervise the Sierra Squad (SOP 6 Alignment): Directly supervise the operational activities of the Sub-Branch Executive and the Sierra Squad Committee]. Act as the primary executive mentor to the Sierra Squad Leader (SSL), ensuring that probationary Sierra members conform to Club values and Standard of Dress (SOP 3) rules during runs.

d. Serve as Member Sickness & Injury Notification Officer: Act as the designated Sub-Branch Notification Officer. The Vice President is personally responsible for establishing immediate contact with any Sub-Branch member or partner who is reported sick, injured, or experiencing extreme personal distress. The VP must coordinate local hospital visits, arrange family welfare checks, and immediately brief the President and Welfare Officers on what practical support (e.g., fuel or food vouchers under SOP 29) is required.

- **First-Aid & Medical Escalation:** In the event of any accident or injury on a Club run requiring treatment beyond basic first-aid (such as a nurse, doctor, or hospital visit), the VP **shall** verify that the Road Captain has secured the scene, coordinate immediate family welfare checks, and **shall brief the President within two (2) hours** to ensure command awareness.

e. Lead Low-Level Member Dispute Mediation (SOP 8 Alignment): Serve as the Sub-Branch's primary mediator. Any member who has an active conflict or grievance against another member may request a VP-administered mediation. The Vice President must convene a private mediation, allow all parties to present their statements in a respectful environment, and accord natural justice to resolve the dispute at the lowest possible level without requiring further administrative warnings or disciplinary actions.

f. Co-Chair the Sub-Branch Review Committee (SOP 18 & SOP 28 Alignment): In cases where misconduct is alleged, serve alongside the Sub-Branch Sergeant Major (SSM) on the two-member Sub-Branch Review Committee. The VP and SSM must jointly review all evidence (real, circumstantial, or testimonial) to confirm whether an offence has occurred and make a formal recommendation to the Executive on whether to issue an Administrative Warning or escalate the matter to a formal Disciplinary Hearing.

g. Validate Member Onboarding Suitability (SOP 10 Alignment): Act as a mandatory physical signatory on the **National Application Form**. To formally accept an applicant into probationary service membership, or to validate the successful completion of a nominee's six-month probation period, the outcome of the Service Member vote must be signed physically in ink by at least three Executive officers, with the VP or the President being a compulsory signatory.

h. Fulfill Handover Briefing Requirements (SOP 24 Alignment): In the event of an executive transition following an election or casual vacancy, the outgoing VP must conduct a thorough, 14-day transition briefing with the incoming officer, formally signing and submitting the **SOP 24 Annex A Handover Certificate** to the Secretary.

i. Safe Use of AI and Digital Media (SOP 21 Alignment): If utilizing automated digital templates or generative AI tools to assist in drafting non-sensitive Sub-Branch briefing notes or event announcements, the VP remains personally responsible for verifying that no sensitive member details or medical statuses are entered into public models, and must ensure the final text aligns strictly with Club values.

Secretary and Public Officer (Executive Position – Service Member Only)

10) The Sub-Branch Secretary is the chief administrative officer, custodian of records, and designated Public Officer of the Sub-Branch Incorporated Association. The Secretary is directly responsible to the Sub-Branch President and the National Executive for maintaining administrative compliance, managing official correspondence, protecting member data privacy, and coordinating membership registers with the National Database.

The Secretary must:

a. Maintain the Register of Members: Keep and maintain the official Sub-

Branch Register of Members in strict accordance with relevant State and Territory incorporation laws. The register must record each member's full name, residential address, contact details, membership type, validated military service history, motorcycle registration/licence details, and emergency Next of Kin (NOK) files.

b. Execute Membership Onboarding Controls (SOP 10 Alignment): Before accepting any new membership application, the Secretary must contact the National Secretary via official email to cross-reference the applicant's details against the National "Do Not Admit" database. If the applicant is listed on the database, the application must be immediately declined.

c. Enforce Document and Signature Integrity: Manage all membership applications, checklists, and transfer forms as physical documents. Strictly enforce the National mandate that all signatures must be executed physically in ink. Digital or electronic signatures from applicants or Sub-Branch Executives are strictly invalid and will result in the immediate rejection of the paperwork.

d. Validate Service History and Honours (SOP 10 & SOP 12 Alignment): Physically inspect and validate the official military service records and claimed honours/awards for all Service Member applicants. If an applicant fails to provide a verifiable Service Record (such as a long-form Record of Service), the application must be placed on hold until the required documentation is physically presented.

e. Manage Probationary Timelines: Upon verifying an application, forward the completed physical form to the National Secretary (cc'ing the State President). Upon receiving the official email containing the probation start and finish dates, record these dates in the Sub-Branch minutes and update the member's profile accordingly.

f. Record Disciplinary and Administrative Actions (SOP 18 & SOP 28 Alignment): Maintain secure, confidential local files of all issued Administrative Warnings, corrective action plans, and disciplinary proceedings. Ensure that any active or incomplete Administrative Warning is archived and immediately reported to the National Secretary if a member resigns prior to its completion.

g. Administer Leave of Absence (LOA) and Retirement (SOP 20 Alignment): Upon receiving a written LOA request, transfer the member's record from the "Register of Members" to the "Register of Retired/On Leave Members". For retiring members, assist the President in compiling the formal Annex A (Application for Retired Member Status) and, upon National Executive Committee (NEC) approval, update the

Sub-Branch roll and transfer their record to the "Register of Retired Members".

h. Process Resignations and Handovers: Upon receipt of a written resignation, remove the member from all active registers, email groups, and social media platforms. Promptly report the resignation to the National Secretary via the quarterly SITREP. Manage the collection and retention of the completed SOP 24 Annex A Handover Certificates for all executive transition periods.

i. Coordinate Official Correspondence: Act as the primary administrative channel for all incoming and outgoing Sub-Branch communications, including official notices, government correspondence, local council liaisons, and grant documentation.

j. Keep Meeting Minutes: Ensure that accurate, complete minutes of all proceedings of Sub-Branch General Meetings and Executive Meetings are recorded, formatted, and archived in accordance with State regulations.

k. Compile the Situation Report (SITREP) (SOP 7 Alignment): Compile and submit the Sub-Branch Situation Report (SITREP) on the prescribed national template on a quarterly basis (due the last day of March, June, September, and December) to the State President, with a copy to the National Secretary. **Exception:** Provisional Sub-Branches under probation shall submit monthly SITREPS in accordance with SOP 25.

l. Log Board of Survey Actions (SOP 3 Alignment): Formally record any regalia or patch destruction or repurposing approved under the Board of Survey procedure, and log the completed SOP 3 Annex A form within the next scheduled SITREP to maintain a clear chain of custody for Club-branded IP.

m. Coordinate the Sub-Branch Events Calendar: Compile the Sub-Branch Annual Events Calendar and maintain rigorous, archival records of member attendance at all official, mandated runs and local projects. This data is essential to provide evidence of participation for yearly Service Stars and the 5-Year Diligence Award.

n. Maintain Custody of Club Intellectual Property: Securely store and preserve all Sub-Branch books, physical registers, administrative files, and official seals in a safe location.

o. Manage Platform Deactivation Content Audits (SOP 21 Alignment): In the event that a Sub-Branch digital or social media platform is disestablished, deleted, or decommissioned, the Secretary must coordinate a comprehensive content audit alongside the IT

Administrator. The Secretary must verify and capture all historical transaction logs, financial records, meeting minutes, and official SITREPs to prevent the loss of essential Club records before deactivation is finalized.

p. Fulfill Public Officer Requirements: Act as the official point of contact for State and Territory fair trading authorities, coordinate the submission of annual association returns, manage notifications of executive committee changes, and receive legal documents on behalf of the Sub-Branch.

q. Formal Incident Report Archiving & Lodgement: In the event of a significant incident (Category A or B offence, or serious accident), the Secretary **shall** act as the central administrative compiler.

- **24-Hour Lodgement Mandate:** The Secretary **shall** compile all witness statements, local police report numbers, and the SSM's incident timeline, and **shall** formally submit a completed MBMMC Incident Report Form (SOP 3, Annex B) to the National Secretary (copying the State President) **within twenty-four (24) hours of the incident's conclusion**.

Treasurer (Executive Position – Refer to SOP 1)

11) The Sub-Branch Treasurer is the chief financial officer and custodian of all Sub-Branch funds, securities, and accounting records. The Treasurer is responsible to the Sub-Branch President and the National Executive for maintaining strict financial transparency, executing ACNC-compliant charity accounting, and protecting the Club's tax status.

The Treasurer must:

a. Receive and Receipt Funds: Receive all moneys paid to or received by the Sub-Branch and issue official receipts in the name of the Sub-Branch.

b. Enforce the 5-Day Deposit Rule: Deposit all moneys received (including cash delivered by the Quartermaster from regalia sales) into the official Sub-Branch bank account within five (5) working days of receipt.

c. Execute Authorised Payments: Process all payments from the Sub-Branch funds as formally authorised by the Sub-Branch Executive or by a majority vote at a general meeting.

d. Dual-Signatory Compliance: Ensure all cheques and financial withdrawals

are co-signed by the Treasurer and at least one other authorised Sub-Branch Executive member.

e. Maintain Regulatory Records: Maintain the Sub-Branch financial books, vouchers, and securities in accordance with respective State and Territory incorporation regulations.

f. Financial Reporting: Prepare and submit the annual statement of accounts for audit. Submit financial reports, balance sheets, or transaction statements to the Sub-Branch Executive whenever directed by the President.

g. Administer the Sub-Branch Building Fund (SBF): Collect, record, and track monthly SBF fees from eligible members. Promptly notify the Sub-Branch Secretary and Executive if a member falls far into arrears on their SBF dues.

h. SBF Allocation and Restrictions (SOP 4 Alignment): Ensure SBF funds are used strictly for authorised asset purchases, necessary run expenses, or approved veteran hardship grants. Enforce the absolute prohibition against using SBF monies for the purchase of alcohol, other beverages, or foodstuffs.

i. SBF Advance Transfers: Coordinate and execute the transfer of any pre-paid "future SBF monies" to a gaining Sub-Branch when a member formally transfers their membership.

j. Annual National Building Fund (NBF) Payment: Compile the Sub-Branch nominal roll and ensure the collective annual NBF payment is paid and deposited into the National Account during the month of July. Forward the completed "Sub-Branch NBF Payment & Nominal Roll" form (SOP 4, Annex 1) directly to the National Treasurer concurrently with the payment.

k. Manage the Social/Charitable Financial Firewall (SOP 29 Alignment): Establish and maintain separate bank accounts to guarantee that public, charitable, or auspiced grant funds are never mixed with non-charitable social or recreational monies (such as RU events, social rides, BBQs, or merchandise proceeds).

l. Co-Sign Grant Auspicing Applications: Jointly review and co-sign the **SOP 29 Annex B form** ("Application to Use National ACNC Charity Status") alongside the Sub-Branch President prior to submitting any local grant application to National.

m. Account for Auspiced Funds: Ensure all funds received under National's ACNC status are held, disbursed, and formally acquitted with rigorous

receipts, reports, and evidence of expenditure strictly in accordance with the approved grant budget.

n. Closing or Amalgamation Asset Transfers: If the Sub-Branch closes or amalgamates, ensure all SBF and non-charitable funds are frozen and only transferred or distributed under the direct, written instruction of the National Executive in compliance with State Association guidelines. Ensure all charitable DGR/PBI funds are returned directly to National for retention in the National Gift Fund.

o. Safe Use of AI and Automated Tools (SOP 15/21 Alignment): Automated tools or AI (such as Excel formulas) may be used to assist in building fund tracking and financial reporting, provided that no sensitive member details (names, contact details, financial distress cases) are entered into public models.

p. Digital Platform Deactivation Financial Audit: In the event of deactivating or disestablishing a Sub-Branch digital or social media platform, coordinate with the local IT Administrator to perform a content audit and recover/archive any historical transaction logs or financial records required for the National Database.

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

12) The Sub-Branch Sergeant Major (SSM) is the chief disciplinary officer, uniform arbiter, and custodian of regalia compliance within the Sub-Branch. The SSM is answerable directly to the Sub-Branch President for maintaining order, and is directly answerable to the State President and National Sergeant Major (NSM) for ensuring that the Sub-Branch and all its members strictly adhere to the National Constitution and Standard Operating Procedures.

The Sergeant Major must:

a. Enforce Order and Discipline: Maintain the highest standards of individual behaviour, discipline, personal bearing, and grooming among all Sub-Branch members, guests, and nominees during all meetings, official club runs, and public events.

b. Report Misconduct: Immediately investigate and report any misconduct, safety violations, or behavioural breaches by any member or nominee directly to the Sub-Branch President.

c. Arbitrate and Mediate Disputes: Act as the primary arbitrator to resolve personal disputes, misunderstandings, or disagreements arising between members and/or guests. The SSM is authorised to separate parties to maintain a harmonious "Safe Haven" environment until a formal resolution is completed.

d. Audit Uniform Standards and the CSOD (SOP 3 Alignment): Actively audit and enforce the Club Standard of Dress (CSOD). Ensure that every member's vest conforms strictly to official layout templates, specifically verifying that the mandatory Location Patch is centered and aligned vertically directly beneath the AKA patch. Ensure no unauthorised unit patches, miniature medals, rank insignia, or unapproved embellishments are worn.

e. Manage Vest and Patch Integrity: Jointly coordinate with the Sub-Branch Quartermaster (QM) to actively monitor the physical condition of members' vests and patches. Badly faded, worn out, or discoloured items must be flagged for replacement to maintain the Club's visual standing.

f. Investigate Lost or Stolen Vests (SOP 3, Annex B Alignment): Conduct a formal investigation into any incident involving misplaced, lost, or stolen Club vests or logo-adorned regalia. The SSM shall complete the Annex B Incident Report to determine member culpability and submit their findings to the President. In all cases involving the loss of a member's vest, the SSM shall report the incident to the National Sergeant Major immediately.

g. Enforce Regalia Retrieval and Surrender (SOP 20 & Constitution Para 248 Alignment): Upon a member's resignation, suspension, or expulsion, the SSM is personally responsible for the compulsory retrieval of all signed-for, loaned regalia—including the Location **Patch, Breast Patch, Years of Service Patch, AKA Patch, "The Task is Ours" Patch, and Number Plate**—within one month of departure. The SSM must ensure that no patch or regalia item is destroyed, discarded, or carelessly damaged during this retrieval process.

h. Execute Board of Survey (BoS) Destruction (SOP 3, Annex A Alignment): When a returned or damaged Club-branded item is deemed unfit for reissue, the SSM must coordinate with the QM to initiate the Board of Survey procedure. Once written disposal approval is received from the NSM, the SSM must jointly witness and execute the physical destruction or redeployment of the item, ensuring that no Club insignia remains visible.

i. Provide Nominee Mentorship (SOP 5 Alignment): Provide active

mentorship, doctrinal education, and guidance to all Service Member Nominees (probationary members) under their charge. The SSM is responsible for educating Nominees in Club SOPs, protocols, and appropriate interaction with other motorcycle clubs.

j. Issue and Manage Administrative Warnings (SOP 18 Alignment): When a member creates a situation or practice contrary to the Constitution or SOPs, the SSM is authorised to issue a written Administrative Warning (SOP 18, Annex A). The SSM must personally serve or send the warning within fourteen (14) days of the occurrence, receive the member's written corrective action plan within fourteen (14) days, and notify the Executive.

k. Convene Disciplinary and Review Committees (SOP 8 Alignment):

- *Review Committee:* Serve alongside the Sub-Branch Vice President on the Sub-Branch Review Committee to confirm whether an alleged offence occurred and recommend whether to proceed via Administrative Warning or formal Disciplinary Action.
- *Disciplinary Committee:* Personally organize, brief all parties, and chair the Sub-Branch Disciplinary Committee to hear formal grievances and determine appropriate sanctions in accordance with the national **Scale of Outcome**.
- *Reporting Gaps:* If a local disciplinary mediation or hearing fails to resolve a dispute, the SSM must notify the Sub-Branch Executive in writing (using the SOP 8 Annex B format) within three (3) days of the non-resolution.

l. Execute Immediate Incident Investigations & Timeline Compilation: In the event of any disciplinary breach, safety violation, or public disturbance occurring on a Club run or at a Club-frequented venue, the SSM **shall** immediately assume investigative command:

- **Immediate Presidential Briefing (No-Delay Rule):** The SSM **shall** verbally brief the Sub-Branch President immediately, and **within a maximum of two (2) hours** of the occurrence, regarding any incident involving police presence or public venue complaints. Under no circumstances **shall** the SSM withhold, delay, or isolate incident details from the Sub-Branch President.
- **Factual Timeline Compilation:** The SSM **shall** collect physical and testimonial evidence, secure written statements from all members present, and compile a detailed chronological timeline of the event **within twelve (12) hours**. Where an investigation is initiated via a State or National intervention under Paragraph 17, the SSM shall act as the primary local receiving officer for all State-compiled evidence and shall,

in coordination with the Sub-Branch President, immediately convene the local Disciplinary Committee within forty-eight (48) hours to execute the final hearing and sanction in accordance with Paragraph 17.c and SOP 8.

- **Sub-Branch Right of Review:** This compiled evidence **shall** be made immediately available to the Sub-Branch Executive and Disciplinary Committee to preserve the Sub-Branch's constitutional right of first-instance review, before formal escalation to the State Discipline Committee.

m. Convene Disciplinary Committees on Case Handbacks (SOP 8 & SOP 22 Alignment): Upon receiving a 48-hour Emergency Intervention case handback file (comprising compiled timelines and witness statements) from the State President, the SSM shall immediately coordinate with the Sub-Branch President to convene, secure the environment for, and chair a local Disciplinary Committee under SOP 8 to execute the final hearing and sanction.

Senior Advocate (Specialised Responsibility Position – Refer to SOP 14)

13) The MBMMC Senior Advocate is a dedicated National specialized position established to maintain technical advocacy governance, ensure Department of Veterans' Affairs (DVA) portal compliance, and safeguard VITA Professional Indemnity Insurance across all Sub-Branches.

The Senior Advocate must:

a. ***DVA ATDP Portal Administration:*** Acts as the designated 2nd Authorised Person / Signatory on the DVA ATDP Advocacy Register portal (alongside National Treasurer). Executes Gate 4 practitioner activations, onboarding, and deactivations upon receipt of validated Statements of Attainment.

b. ***CPD Currency Auditing & VITA Oversight:***Monitors and audits quarterly Continuing Professional Development (CPD) points for all Club advocates. Ensures all active practitioners maintain ATDP currency to guarantee uninterrupted VITA Professional Indemnity Insurance coverage.

c. ***Training & Mentor Coordination***: Coordinates national advocacy training allocations (SOP 14 Annex A). Technical review of candidate applications, oversight of regional Workplace Mentors, and monitoring candidate progression through Gate 1 to Gate 4.

d. ***SITREP & Data Register Oversight*****:** Receives and collates quarterly Sub-Branch SITREP advocacy logs and welfare activity data (SOP 07). Maintains the master national advocate database roll.

e. ***Grant Auspicing Technical Review:*** Conducts technical advocacy capacity reviews for Sub-Branch grant applications involving veteran support services (SOP 29 Annex B) to verify local practitioner availability prior to National endorsement.

f. ***NEC Attendance & Advisory Role:*** While not holding a seat on the NEC, the Senior Advocate works directly with the National Executive—particularly in close coordination with the National Treasurer on DVA ATDP Advocacy Register duties. The Senior Advocate may be called upon or summoned to attend NEC meetings whenever technical advocacy, DVA portal compliance, or VITA insurance matters require expert briefing.

Quartermaster (Executive Position – Refer to SOP 1)

14) The Sub-Branch Quartermaster (QM) is the custodian of all Sub-Branch property, assets, equipment, and official Club-branded regalia. The QM is responsible to the Sub-Branch President and Treasurer for maintaining inventory accuracy, enforcing uniform manufacturing standards, securing returned regalia, and executing the authorised disposal of worn or damaged Club insignia.

The Quartermaster must:

a. Custody of Assets and Stores: Maintain a master register of all Sub-Branch assets, equipment, and physical stores, ensuring they are kept in a clean, secure, and usable state.

b. Present Inventory Reports: Provide a comprehensive report at all Sub-Branch General and Executive Meetings detailing the current stock

levels, pending orders, and financial status of all merchandise.

c. Manage Authorised Ordering Pathways: Act as the sole authorised purchaser for Sub-Branch merchandise and regalia. QMs must contact the National Treasurer to register as the approved Sub-Branch purchaser and secure administrative access to the authorised online order site (e.g., Work Wise Uniforms). This control ensures that merchandise sales remain restricted to Club members and verified supporters.

d. Deliver Sales Monies (5-Day Rule): Deliver all cash, cheques, and electronic receipts obtained from the sale of merchandise, clothing, and stores to the Sub-Branch Treasurer within five (5) days of receipt to ensure compliance with the Treasurer's strict deposit timelines.

e. Act as Financial Signatory: Act as an authorised co-signatory for signing cheques and releasing Sub-Branch bank account funds where formally designated by the Executive.

f. Enforce Uniform Dimension Standards (SOP 3 Alignment): Actively manage the issued patches to ensure they conform with SOP 03.

g. Enforce Controlled Patch Restrictions: Strictly adhere to the "Controlled Patches" directive. The QM is prohibited from ordering, stocking, or issuing any restricted patches (including National Executive position patches, State President patches, and Life Membership or Diligence patches) without direct, written authorization from the National Treasurer.

h. Manage Worn or Damaged Vest Replacements: Jointly coordinate with the SSM to actively monitor the condition of members' vests. If a vest or patch is badly faded, worn, or discoloured, the QM must organize a replacement. Ensure that the member returns their old, worn patch to the QM within seven (7) days of receiving their new issue.

i. Execute the Board of Survey (BoS) Destruction Loop: If returned regalia is too damaged for reissue, the QM must execute the formal Board of Survey procedure:

1. *NSM Permission:* Submit a written request (email is acceptable) to the National Sergeant Major (NSM) requesting disposal approval, detailing the surrendering member's name and the reason for replacement, while copying (cc'ing) the Sub-Branch SSM.

2. *Witnessed Destruction:* Upon receiving written NSM approval, the QM must physically destroy or redeploy the item strictly in the presence of the SSM. Destruction must be absolute, ensuring that no reference to

the MBMMC name, logo, or insignia remains distinguishable.

3. Record Keeping: Complete and sign the Annex A to SOP 3 (Board of Survey Form) and forward it to the Sub-Branch Secretary to ensure the action is officially logged in the Monthly meeting minutes and quarterly SITREP.

j. Manage Regalia Returns (Resignations & Exits): Securely receive and catalog all loaned regalia returned by resigning, suspended, or expelled members (including the mandatory Location Patch, Breast Patch, Years of Service Patch, "The Task is Ours" Patch, and Number Plate). Ensure all returned items are accounted for against the member's original Regalia Issue Form (SOP 10 / National Application Form).

k. Coordinate Inter-Branch Transfers (SOP 19 Alignment): When a member formally transfers to another Sub-Branch, the losing Sub-Branch QM must compile a signed, complete list of all Club-issued regalia currently in that member's possession and transmit it directly to the gaining Sub-Branch QM.

l. AI Inventory Security & Privacy Compliance: Manage and secure the official QM.[sub branch]@[domain] email account. If utilizing automated spreadsheet templates or offline software to manage stock inventory, the QM is strictly prohibited from entering sensitive member details (including residential **addresses, Next of Kin details, or medical records) into public artificial intelligence models or public web tools.**

Sierra Squad Leader (SSL)

15) The Sierra Squad Leader (SSL) is a non-executive, Sierra-only appointment within the Sub-Branch structure. The position is nominated by the Sub-Branch Sierra members and formally voted into office by the Sub-Branch Service members.

The duties of the SSL include:

- **Nominee Mentorship**: Provides direct guidance and mentorship to Sierra Squad Nominees during their mandatory six-month probation period. (This responsibility does not include Service member Nominees, who are managed by the Sub-Branch Sergeant Major). Along with the SSM, the SSL educates nominees on Club SOPs, protocols, and the appropriate codes of conduct when interacting with other motorcycle clubs.
- **Meeting Attendance & Representation:** Mandated to attend all Squad meetings, General meetings, and Executive Committee meetings. If the SSL is unable to attend, the Road Captain (RC) must attend in their place. If both the SSL and the RC are absent, the squad must elect a representative from the attending Sierra members for that meeting.
- **Dispute Resolution:** Acts as the primary point of contact for the squad. Personal differences between Sierra Squad members must be resolved privately or with the active mediation of the SSL.
- **Policy Compliance:** Ensures that the entire squad and its individual members strictly comply with the National Constitution and all Club SOPs.
- **Executive Directives:** Performs any other administrative or operational duties as directed by the Sub-Branch President.

Road Captain (RC)

16) The Road Captain (RC) is a non-executive position of responsibility selected by the Sub-Branch Executive Committee. It is open only to riding Service members or Sierra Squad members. The RC is responsible for the movement, safety, and security of all group rides.

The duties and operational requirements of the RC include:

- **Pre-Ride Briefings:** Provides a comprehensive safety and security briefing to all participants prior to departing on any organized ride. The brief must outline the planned route and scheduled rest or refueling breaks.
- **Logistical Prep:** Records the exact number of motorcycles and support/recovery vehicles present before departing. The RC must carry a complete First Aid kit (or ensure it is on the recovery vehicle) and position the qualified First Aid Officer at the rear of the pack.
- **On-Road Control:** Confirms the order of the ride, maintains a safe and designated road speed, and manages all navigation to and from the event. During departure from any location, the RC must ensure that the starting speed is sufficiently controlled to allow all riders to safely form up before increasing to the lawful speed limit.
- **Mishap & Breakdown Management:** Maintains absolute command of any road mishaps or breakdowns. The RC is assisted by a nominated "Tail End Charlie" at the rear of the pack to manage road incidents. The RC must personally brief the recovery vehicle driver regarding any breakdowns, towing requirements, or accidents.
- **Group Accountability:** Acts as the last member to mount their motorcycle before departure, ensuring that every rider is ready and accounted for before rolling out.
- **Meeting Representation:** Serves as the designated secondary representative for the Sierra Squad, attending Executive and General meetings in place of the SSL if they are absent.

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

17) The Disciplinary Corporal (DC) is an appointed disciplinary officer and assistant to the Sub-Branch Sergeant Major. The DC is directly answerable to the SSM and is responsible for assisting in the enforcement of the National Constitution, Club Code of Conduct (SOP 11), and the Club Standard of Dress (SOP 3) within the Sub-Branch.

The Disciplinary Corporal must:

a. Answer to the SSM: Operate under the direct command of, and remain answerable to, the Sub-Branch Sergeant Major (SSM).

b. Maintain Doctrinal Knowledge: Be fully conversant and compliant with the National Constitution, all Club Standard Operating Procedures (SOPs), and any local Sub-Branch rules.

c. Execute Directed Tasks: Undertake any reasonable disciplinary, administrative, or ceremonial task as directly instructed by the SSM.

d. Act as SSM in their Absence: In the absence of the SSM at any Club or Sub-Branch meeting, gathering, run, or official function, immediately assume the authority and fulfill all duties of the SSM to maintain order and discipline.

e. Issue and Serve Administrative Warnings (SOP 18 Alignment): When the DC determines that a member is responsible for creating an adverse situation, condition, or practice contrary to the Constitution or SOPs, the DC is authorised to issue a formal, written Administrative Warning (SOP 18, Annex A):

Service Timeline: Personally serve or send the written warning to the member within fourteen (14) days of the occurrence.

Corrective Plan: Receive the warned member's written plan of corrective action within fourteen (14) days of issue and ensure the Sub-Branch Executive is formally notified of this corrective plan.

Compliance Monitoring: Monitor the member's compliance during their 14-day correction window. If the member fails to execute their plan, notify the Executive (through the SSM) to initiate further disciplinary reviews.

Resignation Tracking: If the member resigns before the Administrative Warning is completed, ensure the National Secretary is immediately notified in writing so the warning can be officially archived.

Record Keeping: Formally log and archive all issued warnings, receipts, and closed action plans in the local Sub-Branch files.

f. Enforce Code of Conduct and Standards (SOP 11 & SOP 3 Alignment): Assist the SSM in monitoring member behaviour and uniform compliance during runs and gatherings. Promptly report any code of conduct violations, safety breaches, or unapproved regalia items directly to the SSM.

g. Support Disciplinary Hearings (SOP 8 Alignment): Assist the SSM in organizing, coordinating, and securing the physical environment for formal Sub-Branch Disciplinary Committee hearings. Ensure all parties and witnesses are briefed on appropriate conduct during the proceedings.

h. Fulfill Handover Requirements (SOP 24 Alignment): In the event of vacating the position, participate in a formal transition period and brief the incoming DC on all active Administrative Warnings, ongoing corrective plans, and pending local disputes.

EMERGENCY STATE DISCIPLINARY INTERVENTION & REPUTATIONAL SAFEGUARDS

17) In accordance with the overarching crisis management protocols of the Club, the State President is invested with temporary operational and investigative authority over Sub-Branches within their state jurisdiction during an active reputational crisis.

a. Unilateral Intervention Trigger: Unilateral state-level intervention is strictly authorised only if an incident involves immediate police presence, severe public disruption, or allegations of serious Category A or C offences (such as theft of funds, lying and dishonesty, or blackmail) at a multi-branch or public event, and the local Sub-Branch Executive fails to execute the mandatory two (2) hour verbal crisis escalation notification to State and National.

b. Emergency Command Protocol: Upon triggering, the State President is authorised to assume direct operational and investigative control of the incident scene, freeze the situation, compile witness statements, secure physical or circumstantial evidence, and issue interim administrative restrictions (such as temporary ride, event, or digital platform suspensions) to protect the Club's reputation and charity standing.

c. Compulsory 48-Hour Handback: To preserve the Sub-Branch's constitutional right of first-instance review and prevent top-down alienation, the State President is strictly prohibited from delivering a unilateral final verdict. Within forty-eight (48) hours of securing the scene and compiling evidence, the State President **shall** formally hand over the complete timeline and witness statements to the local Sub-Branch President and SSM, directing them to immediately convene a local Disciplinary Committee under SOP 8 to execute the final hearing and sanction.

d. Oversight of Suspended Members: Once a member within their state has been formally suspended under SOP 8, the member comes under the direct administration of the State President. The State President **shall** remain in contact with the suspended member at a minimum of once every fortnight during the suspension period to provide support, guidance, and Club information, and **shall** support the member's physical return to their home Sub-Branch upon completion of the suspension.

e. Civil Law Escalation: In the event of any identified breach of civil law within a Sub-Branch (such as theft of funds or blackmail of office holders), the State President **shall** immediately notify the National Executive at the earliest opportunity and coordinate with appropriate state authorities.

f. Mandatory Incident Reporting & Action Matrix: All local, State, and National officers **shall** strictly adhere to the following mandatory reporting windows during any official Club activity, run, or event:

Incident Classification	Examples / Triggers	Local Action Required	Escalation Timeline	Gaining Authority
Critical / Fatal	• Fatalities • Catastrophic vehicle accidents	• Secure the scene • Contact emergency services	**IMMEDIATE** (Verbal / Phone Call)	State President & National President
Severe Medical	• Hospitalisation • Professional medical treatment required (MD/RN)	• Administer first-aid • Coordinate family support	**Within 2 Hours** (Verbal / Text)	State President
Reputational Threat	• Police involvement • Public venue disturbances • Media inquiries	• Remove members from venue • Stand down involved parties	**Within 2 Hours** (Verbal / Text)	State President & National Sergeant Major
Minor Incident	• Minor road mishaps • Basic first-aid only	• Log in ride logbook • Inform Sub-Branch SSM	**Within 8 Hours** (Written Email)	Sub-Branch President
Formal Lodgement	• Category A/B grievances • Completed SSM timeline reports	• Compile statements • Complete formal Incident Form	**Within 24 Hours** (Incident Form PDF)	National Secretary

SUB-BRANCH PRESIDENT'S MASTER COMPLIANCE CHECKLIST

PART I: CHARITY REGISTRATION & INCORPORATION CHECKLIST

Phase A: Pre-Application Requirements (Ref: SOP 25, SOP 10, SOP 2)
Before a Sub-Branch applies for charity status or begins formal operations, the following essential actions must be completed under the direct oversight of the Sub-Branch President:

☐ **Service Member Minimum:** Verify that a minimum of five (5) Service Members (ex-serving or current serving) are committed to the Sub-Branch, meeting state incorporation and Club minimums.

☐ **'Do Not Admit' Verification:** The President or Secretary must contact the National Secretary to verify all founding/proposing members against the National 'Do Not Admit' database before any membership applications are formally accepted.

☐ **Safe Haven Alignment:** Confirm 100% agreement among all members on the fundamental operating principles: creating a 'safe haven' for Mateship, Camaraderie, and qualified, professional Veteran Support.

☐ **Executive Formalisation (No 'Double-Hatting'):** Formally elect the Sub-Branch Executive Committee. The four primary executive positions—President, Vice President, Secretary, and Treasurer—must be held by four individual and differing Service Members. Under no circumstances may these four primary roles be double-hatted by the same individual.

☐ **Honorary Role Eligibility:** If no Service Member is available for the Treasurer or Quartermaster (QM) roles, these may be filled by Sierra or Retired members in an 'honorary' capacity, as non-voting positions, until a Service Member becomes available or the next AGM.

☐ **Physical Signature Mandate:** Ensure all membership applications and founding documents are physically signed. In accordance with SOP 10, digital or electronic signatures from applicants or Sub-Branch Executives are strictly prohibited and will result in immediate rejection of the paperwork.

☐ **Operating Location:** Secure a physical operating location (e.g., local RSL sub-branch room) and assemble completed, physically signed membership forms for all founding members.

Phase B: The Application & Incorporation Process (Ref: SOP 25, SOP 10)
Compliance with the established military chain of command is mandatory during the application phase:

☐ **State Incorporation:** Submit formal application for incorporation as a non-profit association within your specific State/Territory jurisdiction. Use only the approved MBMMC Constitution template.

☐ **Chain of Command Notification:** Forward the completed incorporation application to the State President, who will review and transmit it to the National Secretary for formal NEC ratification.

☐ **Financial Setup:** Upon receiving incorporation approval, secure an Australian Business Number (ABN) for the Sub-Branch, establish a Sub-Branch bank account in the incorporated name, and set up the Sub-Branch Building Fund (SBF).

☐ **Probation Entry:** Acknowledge that the mandatory six-month Sub-Branch probation period officially commences only after the National Executive Committee (NEC) has ratified the Sub-Branch in writing.

Phase C: Post-Registration Governance & Standards (Ref: SOP 2, SOP 25)
The following ongoing audit points must be monitored by the President to maintain the Sub-Branch's standing:

☐ **Reporting Frequency:** Submit Quarterly SITREPs to the National Secretary without fail. Sub-Branch Secretaries compile quarterly returns for the State President's schedule for visibility of regulatory compliance.

☐ **The 5-Day Deposit Rule:** Ensure the Sub-Branch Treasurer deposits all moneys paid to or received by the Sub-Branch into the official financial account within five (5) working days of receipt.

☐ **Fund Maintenance:** Strictly monitor that the Sub-Branch Building Fund (SBF) is collected from eligible members monthly, and the annual National Building Fund (NBF) contribution is processed and paid to National on time.

☐ **Voting Integrity:** Maintain the 'one member, one vote' principle. Ensure that only financial Service Members are permitted to vote on Club matters, and that nominees under probation or retired/honorary members do not cast votes.

☐ **Regulatory Filings:** For Sub-Branches with independent ACNC registration, ensure the Annual Information Statement (AIS) and associated financial reports are submitted to the ACNC within statutory deadlines.

PART II: VETERAN ADVOCACY PROGRAM 'GATES' (Ref: SOP 14)

The Sub-Branch President must personally oversee this mandatory four-gate process before any member is permitted to act as an advocate or wellbeing practitioner on behalf of the Club:

Gate 1: Qualification & Training

- **Nomination & Training:** Complete local assessment (Annex A, Section E) and forward to National for endorsement, **ensuring a copy (cc) is provided to the State President** to maintain regional oversight.
- **Enrolment:** Validate that the member is formally registered via ATDP authorised officers and the partner RTO (Major Training Services).
- **Mentorship:** Verify the trainee is paired with an ESO-appointed Workplace Mentor.
- **Course Completion:** Confirm successful completion of the nationally accredited 11019NAT Course in Military Advocacy (superseding legacy 10620NAT/TIP systems).
- **Certification:** Verify receipt of a formal RTO-issued Statement of Attainment (SoA).

Gate 2: Formal Local Authorisation

- **Logbook Audit:** The President must physically audit **Part 1 of** the trainee's Annex B Workplace Experience Logbook, verifying Mentor attestation and logged hours before issuing written authority~~. ensuring all logged practical hours and contacts are verified and signed off by their appointed Workplace Mentor.~~
- **Written Authority:** Issue a formal, signed 'Written Authority to Practice', strictly limited to the specific stream (Wellbeing or Compensation) and level of competency achieved (Levels 1 to 4) as shown on their SoA.

Gate 3: National Notification (The Critical Link)

- **Action:** Immediately submit the completed Sub-Branch Registration Data Form (SOP 14, Annex C) to the National Executive.
- **MANDATORY:** Copy (cc) your respective State President on the submission email to ensure essential state-level command awareness and regional wellbeing point-of-contact coordination.

> **AUDITOR CRITICAL WARNING:** *Failure to provide immediate written notification to National (Gate 3) results in the immediate invalidation of VITA Professional Indemnity Insurance for that practitioner. Advocates are strictly prohibited from providing advice, completing claims, or conducting home/hospital visits without active insurance, as doing so creates severe personal and organisational legal liability.*

Gate 4: Activation & Portal Entry

- **Registry:** Confirm National Authorised Persons (NAT TREAS and SENIOR ADVOCATE) have linked the practitioner to the DVA Advocacy Register and entered their details on the MBMMC Accredited Advocate Register.
- **Proof of Coverage:** Ensure the newly activated advocate is issued the official VITA Insurance Brochure as their physical proof of professional indemnity coverage.

PART III: MASTER COMPLIANCE SUMMARY MATRIX

The following table serves as the primary presidential audit guide for rapid compliance verification during monthly audits and officer handover transitions:

Compliance Area	Ref SOP	Mandated Presidential Action
Executive Structure	SOP 2 / SOP 25	Ensure President, VP, Secretary, and Treasurer positions are held by four distinct Service Members. Strictly no double-hatting of primary roles.
Member Suitability	SOP 10	Contact the National Secretary to verify all applicants against the National 'Do Not Admit' database before onboarding.
Document Integrity	SOP 10 / SOP 25	Strictly no digital or electronic signatures. All applications, checklists, and founding forms must be signed physically with ink.
Financial Timeline	SOP 2	Ensure all moneys paid to or received by the Sub-Branch are deposited into the bank account within five (5) working days of receipt.
Fund Management	SOP 25	Enforce and monitor the monthly collection of the Sub-Branch Building Fund (SBF) and annual payment of the National Building Fund (NBF).
SITREP Reporting	SOP 25 / SOP 7	The Sub-Branch Secretary shall compile and submit the Sub-Branch Situation Report (SITREP) on the prescribed national template on a quarterly basis (due the last day of March, June, September, and December) to the State President, with a copy to the National Secretary. **Exception:** Provisional Sub-Branches under probation shall submit monthly SITREPS in accordance with SOP 25.
Incident Reporting Timeline	SOP 2	Verify that any local police contact, hospitalisation, or public reputational incident was verbally escalated to the State President **within 2 hours**, and a formal written report was lodged with the National Secretary **within 24 hours**.
Emergency Disciplinary Escalation	SOP2, Para 17	Acknowledge and attest to the reporting windows of the Mandatory Incident Notification & Action Matrix (Para 17.d). Confirm that failure to notify State/National within 2 hours of a critical incident immediately cedes temporary local investigative jurisdiction to the State President.
Advocacy Mentoring	SOP 14	Ensure all advocacy trainees are matched with an appointed Workplace Mentor, and that Mentors are actively signing off the Annex B Logbooks.
VITA Insurance	SOP 14	Copy (cc) the State President on all Annex C submissions to National immediately upon authorising an advocate to secure VITA coverage.

Safeguarding Files	SOP 14	Verify and maintain physical copies of current, state-specific Working With Children (WWC) and National Police Checks locally for all practitioners.

PART IV: LEADERSHIP ATTESTATION

This attestation must be signed physically with ink by the Sub-Branch President during annual compliance audits and upon assuming office during an executive transition (SOP 24 Handover):

CONCLUDING COMPLIANCE MANDATE

As Sub-Branch President, I formally acknowledge that adherence to the compliance 'gates' and reporting requirements detailed in this checklist is strictly mandatory under the MBMMC National Constitution and Standard Operating Procedures. These structured procedures protect the legal standing of the Sub-Branch, the professional integrity and accreditation of our advocates, and the vital insurance protections provided to our members, veterans, and families.

Sub-Branch Name: _____

President's AKA: _____

President's Signature: _____

Date: _____ / _____ / _____

(Physical Signature Only - Digital Signatures are Invalid)

Date of Compliance Audit: _____ / _____ / _____