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. Upon receipt of a Sub-Branch Quarterly SITREP, the National Secretary shall extract and forward the Advocacy & Veteran Support section to the National Treasurer and MBMMC Senior Advocate where they shall:

    a. Log the quarterly hours, contact numbers, and active case units into the National Advocacy Database;
    b. Audit local practitioner currency against DVA ATDP portal records and CPD logs; and
    c. Compile the consolidated quarterly National Advocacy Performance SITREP for tabling at National Executive Committee (NEC) meetings.

4. 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.
    e. To capture aggregated, non-identifying MBMMC Advocate work hours, client contacts, and claim pathways to track workload.

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 NATIONALY 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)

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Future Events: (type in information, press enter for extra lines)

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Sub- Branch Overview: (type in information, press enter for extra lines)

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