



Military Brotherhood MMC Inc

SOP 16 – 20 August 2010

Standard Operating Procedure (SOP) 16 Duties and Responsibilities of the CSM, SSM and DC

General

1. This SOP outlines the duties and responsibilities of the Club Sergeant Major (CSM), Sub Branch Sergeant Major (SSM) and the Disciplinary Corporal (DC).
2. The duties and responsibilities of the CSM and SSM are:
 - a. To be fully conversant with the Club Constitution, Club Standard Operating Procedures (CSOP) and any applicable Sub Branch Standard Operating Procedures (SSOP);
 - b. SSMs are answerable to the CSM for any violation of the Constitution or CSOP by their Sub Branch;
 - c. They are to ensure that all Club members adhere to Club Constitution, CSOP and any applicable SSOP, including correct dress and behaviour;
 - d. They are to ensure that any decisions by Sub Branch Executive Committees are not in violation of the Constitution or CSOP;
 - e. They are 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;
 - f. They are to ensure all Club members are responsible for the behaviour of their guests;
 - g. 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;
 - h. They are to aid their 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;
 - i. They are to ensure all Club members involved in disciplinary hearings are briefed, and they are to organise such hearings as are necessary; and
 - j. They are to maintain order and discipline at any meetings held by the Club or Sub Branch.
3. The 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 CSM or SSM.
4. The duties and responsibilities of the DC are:



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- a. They are answerable to their CSM or SSM;
- b. They are fully conversant with Club Constitution, CSOP and any applicable SSOP;
- c. They are to undertake any reasonable task as directed by their CSM or SSM; and
- d. In the absence of the CSM or their SSM at any Club or Sub Branch meeting, gathering or function, they are to fulfil the duties of their CSM or SSM.

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