



Military Brotherhood MMC Inc

SOP 17 – 08 November 2010

Standard Operating Procedure (SOP) 17 Duties and Responsibilities of a Manager, Veterans Assistance Centre (VAC)

General

1. This SOP outlines the duties and responsibilities of a Manager, Veterans Assistance Centre (VAC).
2. The duties and responsibilities of the Manager VAC are:
 - a. To be fully conversant with the Club Constitution, Club Standard Operating Procedures (CSOP) and any applicable Sub Branch Standard Operating Procedure (SSOP);
 - b. To report to the Secretary each week for details of any events to be held at the VAC;
 - c. To ensure the VAC is clean and serviceable prior to each Friday night get together by ensuring all areas of the VAC have been cleaned and dusted;
 - d. To ensure that all VAC equipment and general facilities are operable and in good order;
 - e. To ensure that sufficient beverage supplies are available;
 - f. To ensure that sufficient food supplies are available;
 - g. To work with the Treasurer to account for any monies placed in the relevant 'donation' jars;
 - h. To conduct a 'spot check' of all equipment prior to each Friday night gathering;
 - i. To advise the Executive of any discrepancy in food stuffs or equipment;
 - j. To work with all Sub Committee's to ensure the VAC equipment and facilities are available for use; and
 - k. Any other duties and responsibilities as directed by the Executive.