



## Military Brotherhood MMC Inc

SOP 2 – 05 April 2010

### Standard Operating Procedure (SOP)

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### Club and Sub Branch Position Responsibilities

#### General

1. All positions within the Military Brotherhood MMC carry a responsibility which must be respected and appreciated by all members.
2. The various positions described herein are appointed by a vote of all members at the annual AGM.
3. The following duty statements describe the responsibilities applicable to each position within the Club or a Sub Branch.

#### President

4. The President must:
  - a. Subject to sub-clause (b) and (c) preside at all general meetings and Executive meetings.
  - b. If the President is absent from a meeting, the Vice-President must preside at the meeting.
  - c. If the President and Vice-President are both absent, the presiding member for that meeting must be –
    - (1) A member elected by the other members present if it is a general meeting; or
    - (2) A Executive member elected by the other Executive members present if it is a Executive meeting.
  - d. Ensure all members comply with the Act, the Constitution, wherever practicable the “Rules for Club” (ie SOPs).
  - e. Validate all minutes taken from any meeting conducted, and
  - f. Perform any other duties imposed by this Constitution.



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### Vice President

5. The Vice President must:
  - a. Assists in all policy decisions with the President,
  - b. Will supervise the activities of the Executive and Sierra Squad Committee,
  - c. Will direct the PR Officer in matters of policy and discipline,
  - d. Be the NOTIFICATION OFFICER for any sickness or injury to members, and
  - e. Assumes control in the absence of the President.

### Secretary

6. The Secretary must:
  - a. Maintain the Register of Members in accordance with the respective State Regulations,
  - b. Validating all military history and honours and awards claimed by members and applications for membership,
  - c. Coordinate all correspondence,
  - d. Ensure minutes of all proceedings of general meetings, and of Executive meetings are kept in accordance with the respective State Regulations,
  - e. Unless the members resolve otherwise at a general meeting – have custody of all books, documents, records and registers, and
  - f. Perform any other duties imposed by this Constitution on the Secretary.

### Treasurer

7. The Treasurer must:
  - a. Receive all moneys paid to or received and issue receipts for those moneys,
  - b. Deposit all moneys received into the financial account within five (5) working days of receipt,



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- c. Make any payments from the Club or Chapter's funds authorised by the Executive or by a general meeting,
- d. Ensure cheques are signed by him or her and at least one other Executive member as authorised by the Executive,
- e. Ensure the account records are kept in accordance with the respective State Regulations,
- f. Coordinate the preparation of the annual statement of accounts,
- g. When directed by the President, submit to the Executive a report, balance sheet or financial statement in accordance with that direction,
- h. Have custody of all securities, books and documents of a financial nature and accounting records unless the members resolve otherwise at a general meeting, and
- i. Perform any other duties imposed by this Constitution on the Treasurer.

### Quartermaster (QM)

8. The QM must:
  - a. Maintain a register of all assets and stores,
  - b. Ensure all assets and stores are kept in a useable state,
  - c. Report at meetings the to-date situation regarding all assets and stores,
  - d. Provide a means of ordering stores,
  - e. Deliver all monies obtained from sale of items and stores to the Treasurer within five (5) days, and
  - f. Be a signatory for signing cheques to release funds.

### Club or Sub Branch Sergeant Major (CSM)

9. The CSM/SSM must:
  - a. Maintain the discipline of all members,
  - b. Report any misconduct of any member to the President,
  - c. Be available to arbitrate between members having a dispute, and



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- d. Ensure all member's vests are appropriate as per CSODs.

### Sierra Squad Leader

10. The Sierra Squad Leader must:
  - a. Provide mentorship to all Nominees,
  - b. Attend all Squad meetings, general meetings and Executive meetings,
  - c. If the Squad Leader is absent from a meeting, the Road Captain must attend at the meeting in his place,
  - d. If the Squad Leader and the Road Captain are both absent, the attending member for that meeting from the Squad must be a member elected by the other Squad members present,
  - e. Nominate a Nominee to be trained as the Road Captain. This nomination should not be for less than three (3) months to ensure the Nominee has satisfied all training requirements. After three months the Squad Leader can nominate a different Nominee to be Road Captain.
  - f. Ensure the Squad and all members comply with the Constitution and SOPs, and
  - g. Perform any other duties directed by the President.

### Road Captain (RC)

11. The RC responsibilities are:
  - a. Providing a Safety and Security Brief prior to any organised ride;
  - b. Confirming the Order of the Ride;
  - c. Maintaining the designated road speed;
  - d. All navigation to and from any event or run;
  - e. Overall Control;
  - f. Control of any road mishap assisted by the nominated Tail End Charlie during official rides;



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- g. Ensuring the First Aid Officer is at the rear of the pack and the First Aid Kit is either with him or on the recovery vehicle; and
- h. Brief the driver of any support vehicle, including recovery of any breakdowns or bikes involved in an accident.

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