



# Military Brotherhood MMC Inc

SOP 24 – 08 DEC 2015

## Standard Operating Procedure (SOP) 24

### HANDOVER PROCEDURES

#### General

1. A Handover Procedure is to be instituted in the following cases:
  - a. When a Executive position is changed, eg, after a Annual General Meeting (AGM), or
  - b. When an Executive member steps down and another member is to be elected (usually at a General meeting), or
  - c. When a Sub Branch splits from an existing Sub Branch to form a new Sub Branch.
2. A full handover procedure must be carried out in any of the above cases as per Annex A.

#### Handover after an AGM

3. A full handover procedure must be conducted within fourteen (14) days after Executive positions have been changed due to an Annual General Meeting (AGM),

#### Handover after a Executive Vacancy

4. A full handover procedure must be conducted within fourteen (14) days after an Executive position has been changed due to a member vacating a Executive position.

#### Handover Procedure prior to and during the Split in an Existing Sub Branch

5. A full handover procedure must be conducted within fourteen (14) days after notification that a split (members starting a new Sub Branch) will occur in an existing Sub Branch,
6. Any Executive member electing to leave an existing Sub Branch must advise that existing Sub Branch Executive of his/her intention at least fourteen (14) days prior to them leaving the Sub Branch.
7. Once the existing Sub Branch has been notified of an intending split, a handover procedure for any Executive position must be commenced, preferably within fourteen (14) days of the split occurring.



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### Handover Proforma

8. The Handover Procedure Proforma must be completed together with the incumbent member (Annex A).
9. Once completed, the proforma must be handed to the Secretary of the Sub Branch for endorsement by the Sub Branch President.

MBMMC 2015



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ANNEX A TO

SOP 24 HANDOVER PROCEDURES

DATED 08 DEC 15

## HANDOVER CERTIFICATE

Date of Handover							
Name of Member Handing Over	AKA			Full Name			
Position of Member Handing Over	PRES	V/PRES	SEC	TREAS	SSM	QM	SSL
If PRESIDENT	Have you briefed the incumbent on everything pertinent to the Sub Branch and the Club?						YES/NO
If VICE PRESIDENT	Have you briefed the incumbent on everything pertinent to the Sub Branch?						YES/NO
If SECRETARY	Have you briefed and introduced the incumbent to the following:  SUB BRANCH MINUTES  ELECTRONIC FILES (EMAILS ETC)  DOCUMENTS FILED AWAY  HARD COPIES OF DOCUMENTS						YES/NO
If TREASURER	Have you briefed and introduced the incumbent to the following:  SUB BRANCH BANK ACCOUNT HOLDINGS  SUB BRANCH BOOKS OF ACCOUNTS  SUB BRANCH CHEQUE BOOKS AND DEPOSIT BOOKS  ALL EXISTING SIGNATURIES  ANY EFT PROCESSES						YES/NO



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	ALL OUTSTANDING DEBTS TO SUPPLIERS	
If SSM	Have you briefed the incumbent on everything pertinent to the Sub Branch and the Club?	YES/NO
If QM	Have you briefed the incumbent on everything pertinent to the Sub Branch, including:  REGALIA ORDER FORM  CURRENT HOLDINGS OF REGALIA  SUB BRANCH items on order	YES/NO
If SIERRA SQUAD LEADER	Have you briefed the incumbent on everything pertinent to the Sub Branch?	YES/NO

THIS CERTIFICATE ONCE COMPLETED MUST BE PRESENTED TO THE SECRETARY OF THE SUB BRANCH FOR DETERMINATION BY THE SUB BRANCH EXECUTIVE.

OUTGOING MEMBER:

Date:

INCOMING MEMBER:

Date: