



Military Brotherhood MMC Inc

SOP 7 – 05 April 2010

Standard Operating Procedure (SOP)

7

Sub Branch Monthly Situation Report (SITREP)

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 member satisfaction in the progress of the Club and its affiliates.
2. As such, the Sub Branch Situation Report (SITREP) is to be completed by each Sub Branch and emailed to the Club Secretary in the last week of each month and after the Sub Branch's Monthly Meeting where it will be then uploaded to the Club website.
3. Any issues reported on the SITREP which advise internal issues sensitive to a Sub Branch will not be included for upload to the website.

Purpose

4. The Sub Branch SITREP is to be used for the following purposes:
 - a. To advise the progress of both Service and Sierra Squad Memberships;
 - b. To identify and operational issues which may be rectified by the Club or other Sub Branch's; and
 - c. To maintain an archival record of Sub Branch progress.

Format

5. The Sub Branch SITREP format is provided at Annex A.

Reporting

6. Each Sub Branch is to complete the SITREP and send it to the Club Secretary via email in the last week of each month to be reviewed by the Club Executive in their meeting in the first week of each month.



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Annex A to
SOP 7
Sub Branch Monthly Situation Report

SITREP

Sub Branch Name:	
Month:	
Number of Members:	
• Service Members	
• Sierra Squad	
• Nominees	
New Applicants this month:	
Date of last General Meeting:	
Any new elected members:	
Issues for the Club: (not Chapter issues)	
Members who booked for TIPs training:	(names)
Members qualified through TIPs:	(names)
Rides/Overnighters/Events completed:	
Sub Branch Comments: (expand as required)	