



Military Brotherhood MMC

SOP 7 – Rev 16 November 2016

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 or Lone Riders operational situation is a critical component to ensuring effective overall management and membership satisfaction in the progress of the Club.
2. As such, the Sub Branch Situation Report (SITREP) is to be completed by each Sub Branch and Lone Rider 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, whether in a Sub Branch or Lone Rider;
 - b. To advise any changes in Executive positions to be reflected on the Club website;
 - c. To identify and operational issues which may be rectified by the Club or other Sub Branch's; and
 - d. To maintain an archival record of Sub Branch progress.

Format

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



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Reporting

6. Each Sub Branch and Lone Rider 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.
7. The NATHQ will then consolidate all SITREPS from Sub Branches and Lone Riders and report back to all Sub Branches and Lone Riders in a quarterly report defining the '*State of the Club*'.

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Annex A to
SOP 7

Sub Branch Monthly Situation Report

SITREPTO NATHQ

(Lone Riders can forego many of the columns below)

Location Name:	Sub Branch:	Lone Rider (include location and AKA):
Month:		
Number of Members:		
	<ul style="list-style-type: none"> • Service Members 	
	<ul style="list-style-type: none"> • Sierra Squad 	
	<ul style="list-style-type: none"> • Junior 	
	<ul style="list-style-type: none"> • Nominees 	
Date of last General Meeting:		
Change in Executive Members		
	AKA	Mobile # and Email Address
President		
Vice President		
Secretary		
Treasurer		
SSM		
Other		
Issues for the Club: (not Sub Branch issues)		
Members qualified through TIPS:		(number)
FOR THE SUB BRANCH WEB PAGE – Major event or Project:		
Sub Branch Comments: (expand as required)		