2nd Battalion Royal Australian Regiment Association, Inc

**Standard Operating Procedure (SOP)**

**STANDARD OPERATING PROCEDURES – GOVERNANCE: Drafting and Amending**

**SOP No. 1**

*(Version No 2 date 28 July 2023)*

**Introduction** Rule 3 (24) of the Constitution authorises the Committee to take appropriate actions to attain the objects of the Association. The committee uses the SOP’s as the means of achieving commonality in the operation of the Association, to assist in meeting statutory requirements and to assist committee members to fulfil their responsibilities within the committee. The Governance Member is responsible for the ongoing management of SOP’s adopted within the Association.

**Aim** The aim of this SOP is to provide an overview of:

1. The process for the drafting/amending of SOP’s.
2. The approval process for SOP’s
3. The maintenance of the SOP Library.

**Procedure**

**A new SOP is required or an existing SOP needs to be amended.**

1. The Governance member is to liaise with the appropriate Committee members to obtain the required information for the new or updated SOP.
2. Produce a draft SOP.
3. Circulate the SOP to the committee for feedback and comment.
4. Present and table the final form of the SOP to the Management Committee for approval at a committee meeting.

**The Committee approves a New SOP or Amendment**

1. The Governance Member liaises with the Web Manager, Includes the update to the electronic library.
2. Provides access to the electronic SOP for all Committee and members, such access excludes the ability to edit the SOP.
3. Records the review date, two years from the current date of the SOP.

**Actions on reviewing an SOP**

1. The Governance member circulates the SOP to the Management Committee and asks for any requested amendments.
2. Process the required amendments.
3. Record the new review date, two years from the current date.

**Conclusion**

SOP’s provide the committee with the ability for day to day management of the Association. The use of SOP’s facilitates communication within the Association and assist in meeting statuary requirement.