2nd Battalion Royal Australian Regiment Association, Inc

**Standard Operating Procedure (SOP)**

**COMMEMORATING A MEMBER’S SERVICE**

**SOP No. 6**

*(Version No.2, date 28th July 2023)*

**Introduction** Rule 2 (e) of the constitution outlines the responsibilities of the association on the notice of the death of any member of the association. On the notification of a death of a member prompt communication to members of the association is essential, so that members may be given the opportunity to offer condolences to the next of kin and family and possibly attend the funeral.

**Notification**

Advice to the association of a member’s death will be organised by the President of the association after contacting the next of kin and family of the deceased. Depending on the family’s wishes, the President will inform the secretary or assistant who are responsible for undertaking the process outlined in this SOP. The Secretary has the primary responsibility for arranging the Associations representation at the funeral or commemorative service.

**Procedure**

1. Upon receiving notification of a members death the President or the Vice President on behalf of the association will contact the next of kin and offer any assistance that is appropriate from the association, send a card of condolences from the association, confirm if the family is happy with association members being informed and attending the service.
2. The secretary is to inform the treasurer and Membership Officer to amend the membership database. Note details for the next edition of the Ringo, if with the next of kin blessing release details of the death and service including any special requirements via the Association Social Media accounts, emails or phone calls as required and request a Record of Service from [ADF.Records@defence.gov.au](mailto:ADF.Records@defence.gov.au)
3. The President or Vice President conducts a follow up with the next of kin and to confirm any changes to their plans and confirms details of funeral or commemorative service.
4. The Secretary advises the association of the planning for the event, location, timings and other special needs, dress standards etc.
5. A representative of the Association will be appointed by the secretary who will issue him a Record of Service for the deceased member and contact details of the next of kin and provide a Unit Flag (delete -Unit Flag) insert 2 RAR Banner and Next of Kin badge for financial members. The appointed representative will confirm details of the service with the next of kin, funeral directors and local RSL Sub Branch confirm a poppy ceremony is to take place and offer to conduct a poppy ceremony if required. The Flag (delete -Flag) insert 2 RAR Banner and Next of Kin badge are (delete – is is donated to the next of kin after the service has been completed.
6. Subsequent to the funeral or commemoration service a member of the committee is to contact the next of kin and ascertain if they wish to maintain contact with the Association, either continue to receive an electronic copy of Ringo or apply to become an associate member.

**Conclusion**

The acknowledgement of a member’s death through advice to the membership and attendance at the member’s funeral or commemoration service is a tangible acknowledgement of the member’s service within 2RAR and service to the Australian community.

**Review**

This SOP is to be reviewed two years from the current version date unless circumstances require an earlier review.