2nd Battalion Royal Australian Regiment Association, Inc

**Standard Operating Procedure (SOP)**

**COMMUNICATION WITHIN THE ASSOCIATION**

**SOP No. 8**

 *(Version No.2, date 01st July 2023)*

**Introduction** Rule 2 of the Association’s Rules, Object (c), requires regular communication be maintained within the Association. The Association achieves this through the quarterly distribution of the Association Newsletter (RINGO), the Association Website and the Association Facebook page. The Association Website and the Association Facebook page also provide a ready and convenient way for communication by members to the Association’s Committee.

The Association’s committee is responsible for the management of all forms of communication used within the Association. The Committee delegates responsibility for the day to day management of each form of communication by appointing the RINGO editor, Website manager, Facebook manager from within the Committee members. Details of each responsible individual committee member are promulgated to the membership each year after the AGM when the Committee details for the new financial year are confirmed.

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

1. The preparation, printing and distribution of the Association Newsletter (RINGO).
2. The Association Website.
3. The Association Facebook page or any other approved social media platform.

**Procedure** **– Association** **Newsletter (RINGO)**

Each edition of RINGO is due to be published, normally April, July, October and December.

The editor:

1. Collates contents – each Newsletter contains standard information (e.g. Presidents Report, 2RAR CO Report, March Outs, new Members etc.) In addition, each edition contains current one off information and details of one or more historical events from the Battalion’s past.
2. Produces an electronic master – after producing the electronic master copy arranges for the hard copies to be produced. Ideally the editor will identify a source who will print the hard copies on a no cost basis. The number of hard copies produced will be based on the number of recipients who have elected NOT to receive RINGO electronically. 2RAR receives RINGO electronically.
3. Advises the committee members of a date/time/venue for folding and enveloping the newsletter and ensures the address labels for hard copy recipients are produced by the treasurer.
4. Ensures all entitled recipients receive a copy of RINGO either electronically or in hard copy from the master distribution list maintained by the editor.

**Website** The Association Website is available at http://2rar-association.net.au/.

1. The Secretary is responsible for all aspects of website management including ensuring the suitability of information displayed on the website.
2. The web page provides the opportunity for the committee to maintain contact with members of the association in a formal manner, allowing prospect members to read the objectives of the association, how to join the association and how to purchase merchandise from the association. It also allows the association to list up and coming events like reunions and formal gatherings.
3. The web page will be monitored by the Secretary but will be controlled on a daily basis by the web page manager. Content of the page will be regularly updated by the page manager. Moderators need to be appointed by the President.

**Facebook**

Individuals may join the Association’s Facebook by accessing the Association Website. The Committee will appoint a Facebook manager who will monitor the Association Facebook and ensure inappropriate material is not displayed. The Facebook Page allows the committee to quickly spread information concerning the association and members when required, this site allows members also to contact the association and other members quickly. All information about personal and private situations first needs to be cleared by a member appointed to moderate the page.

**Conclusion** The Association’s Rule 2, Object (c) emphasizes the importance of communication within the Association. The Association utilizes a newsletter, (RINGO), an Association Website and an Association Facebook page as practical means of maintaining ongoing communication within the Association.

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