Standard Operating Procedures (SOPS)

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Agenda

- What are SOPS
- Why are they necessary
- Comparison between SOP and CBL
- Who creates them
- Who votes on them
- Summary

Standard Operating Procedures (SOPS)

Why are the Necessary

- SOPS are what govern the canteen.
- They outline each job involved with running a canteen.
- They give clear direction in the organizational chart of the reporting order of staff members.
- They give clear direction in disciplinary actions of members and staff.
- They outline and give more details about the duties and responsibilities of officers and staff.

COMPARISON

SOPS VS. CBLS

SOPS

- More definitions about the workings of the Canteen (fundraiser)
- Clear direction of the reporting order of officers, trustees, and staff.
- More defined statements of duties and responsibilities of officers, trustees, and staff.

CBLS

- Outlines the working of the AMVETs Post.
- Limited information on operating the canteen.
- Overview of duties and responsibilities of officers and trustees.

Who creates the SOPS?

- The Board of Trustees is responsible for creating the SOPS and recommending changes in most cases.
- The CBLS for the Post may change the responsibility to better serve the Post's needs.

Who votes on the SOPS?

- The membership has the final say on any matters concerning the running of the Post and the Canteen.
- All officers and trustees work for the membership.

Summary

- If you have a Canteen, you need to have SOPS.
- CBLs and SOPS cover two different areas.
- The creation of the SOPS is the responsibility of the Trustees unless stated differently in the Post CBLs.
- Must be accepted by the membership.

THANK YOU!

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