



STANDARD OPERATING PROCEDURES (SOP) FOR MEETINGS OF UNIT SUPPORT COMMITTEES

Background

In my first year as President of the Cadet Corps Association of New Zealand (CCANZ) it has become very clear there is a big difference between the level management of the Unit Support Committees (USC). Some are very well organised as they have access to professional personnel who have the competencies to manage and operate organisations efficiently and effectively. However, some lack this expertise and therefore the management and administration of the USC affects their effectiveness and efficiency. This is not meant to be a criticism of these USCs, it is merely a statement of the current situation. It is acknowledged that without the efforts and enthusiasm of the volunteers involved with these USCs, the Cadet Unit would struggle to get the support they require.

In order to improve the situation it has been decided to produce some very simple SOPs which detail how to conduct a meeting, more importantly an Annual General Meeting (AGM) and the monthly meeting of the USC. It is also the intent to bring out a simple publication to assist the management of the financial side of the USC.

Meetings

The intent of these SOPs is in very simple terms, to provide guidance for the conduct of meetings of USC. These are the absolute minimum standards. They ensure that there is total transparency of the activities of the USC for all those involved with the Cadet Unit, namely the parents/care givers of the cadets, and all the members of the USC.

Notification of Meetings: Notification of the timings for meetings has to be sufficient to allow all members the opportunity to attend.

AGM: Notification of an AGM is to be at least a calendar month before the meeting is scheduled but preferably a longer period. This provides all those wishing to attend the opportunity to organise their calendars and propose subjects and/or issues for the Agenda. The idea is to maximize the involvement of as many people, within the organisation, as possible. The more involvement there is the better the organisation. The focus of the Cadet Corps is the cadets themselves but you cannot only look at this aspect. We need the commitment of the cadets parents and caregivers.

