

EXAMPLE
FAMILY READINESS GROUP
STANDARD OPERATING PROCEDURES (SOP)

1. **PURPOSE:** A statement outlining the purpose and formation of your group.
2. **GOALS or MISSION**
 - a. List the goals your group desires to achieve
 - b. Guidelines on how the group's goals can and should be revised as needed during the year.
3. **RESPONSIBILITIES:**
 - a. Duties/objectives of the commander.
 - b. Duties of the Family Readiness Point of Contact or Liaison
 - c. Duties of the FRG Officers
 - d. Duties/membership of special and standing committees
4. **STRUCTURE/ORGANIZATION:**
 - a. Outlines the structure of the Chain of Concern
 - b. Membership
 - c. Meeting formats/How business is conducted
 - d. Methods of voting, elections, quorums etc...
5. **MEETINGS:**
 - a. Outlines meeting times, places etc...
6. **ACTIVITIES/FUNCTIONS:**
 - a. List in general terms the activities and functions your FRG would like to provide. This should change as your goals change.
 - b. State whether your FRG will maintain an Informal Fund.

7. EVALUATIONS/ADOPTION

- a. Provisions should be written here to allow the commander, POC and FRG leaders and/or evaluation committee to periodically review the program to determine whether changes should be made.
- b. List the terms and/or conditions of adoption of the SOP. i.e. approval of the company commander, presentation and agreement by the general membership, whether is supersedes any other charter or SOP etc...

FRG Leader Signature Block
And Date

Commander Signature Block
And Date