

Vice-President's Report

February 2018

Standard Operating Procedures Documents

A Standard Operating Procedure (SOP) is a formal document that describes each task required for the successful execution of a regularly recurring procedure. Its purpose is twofold:

- To provide detailed, written instructions that enable any properly authorized individual to execute the functional procedure being described.
- To carry out the functional procedure correctly and consistently with each execution, ensuring that no detail is overlooked or forgotten.

As discussed at last month's board meeting, we are starting to document all functional procedures of the chorus to provide a vehicle for knowledge transfer that ensures a smooth transition between the responsible parties.

I have designed the initial SOP template to be used for this purpose, and created an initial index listing of the processes that need to be documented. I have also created an SOP, using the fundraising cabaret as an example. These documents are still a work in progress, but will be shared with everyone during the meeting.

Each functional area will be responsible for creating their own documents, which will be stored in Groupanizer and accessible to all.

Respectfully submitted by Doug Wentz, Vice-President