



OLD LAITKORIANS ASSOCIATION
(Registered under the Societies Registration Act XXI of 1860)

BETTER TOGETHER

OLA – STANDARD OPERATING PROCEDURE (SOP) FOR ALL COMMITTEES UNDER THE OLA EXECUTIVE COUNCIL

1. Purpose of This SOP

To provide a uniform framework for how all committees of OLA are formed, how they operate, how they meet, and how they report to the Executive Council (EC).

This ensures transparency, accountability, and smooth functioning across the association.

2. Committee Structure

2.1 Composition

- Each committee shall comprise **3–6 members** depending on its scope.
- A committee must have:
 - **Coordinator** (lead)
 - **Secretary** (documentation & follow-up)
 - **Members** (execution)

2.2 Appointment

- Members are nominated by the EC or through open volunteer calls.
- Coordinator are appointed by the EC for a one-year renewable term.
- Members must uphold OLA's constitution, ethics clause, and confidentiality norms.

2.3 Removal / Replacement

Members may be replaced if:

- They remain inactive for 2 consecutive months,
- They violate ethics or confidentiality,
- The committee's work requires restructuring.

3. Meeting Protocols

3.1 Frequency

- Each committee must meet at least once a month.
- Emergency meetings may be called by the Coordinator as required.

3.2 Quorum

- Minimum 50% of committee members must be present for decisions.
- Virtual meetings are valid.

3.3 Agenda Circulation

- The Coordinator /Secretary must circulate the agenda 48 hours before the meeting.
- Agenda includes:
 - Updates on tasks
 - New proposals
 - Issues requiring EC input
 - Action items from previous meetings

3.4 Minutes of Meeting (MoM)

- MoM must be documented by the Secretary and approved by the coordinator.
- Approved MoM must be submitted to the EC within 7 days of the meeting.

3.5 Meeting Format

Every meeting follows this sequence:

1. Welcome & Opening Remarks
2. Review of Previous Action Items
3. Updates from Members

4. New Proposals / Issues
5. Decisions & Action Item Assignment
6. Timelines & Accountability Notes
7. Closing Summary

4. Reporting Framework

4.1 Monthly Reporting

Each committee must submit a Monthly Activity Report to the EC containing:

- Summary of activities completed
- Work-in-progress updates
- Challenges requiring EC intervention
- Budget requests or decisions needed
- Attendance record of committee members
- Next month's plan

4.2 Quarterly Review

EC will conduct a Quarterly Review Session where:

- Committee performance is evaluated
- Goals are realigned
- Budgets and resources are adjusted
- Cross-committee collaboration is encouraged

4.3 Annual Report

Each committee must contribute to the society's Annual Report by providing:

- Summary of yearly achievements
- Metrics or impact numbers
- Photos, documents, or media assets
- Learnings and recommendations

5. Task Assignment & Workflows

5.1 Task Breakdown

- All tasks must be assigned with:
 - a clear owner,

- a defined deadline,
- and expected deliverables.

5.2 Work Execution

- Sub-committees or task groups may be formed within the committee.
- Collaboration with other committees is encouraged with EC's knowledge.

5.3 Accountability

- Members repeatedly missing deadlines may be reassigned roles.
- Coordinator must escalate unresolved issues to the EC.

6. Communication Protocol

6.1 Internal Communication

- Committees may use WhatsApp groups, email, or official platforms for coordination.
- Sensitive matters must be shared only through secure channels.

6.2 External Communication

- Only the following may communicate externally on behalf of OLA:
 - EC
 - Coordinator of the relevant committee
 - Designated spokesperson(s)
- Social media communications must pass through the IT & Media Committees where applicable.

7. Budgeting & Financial Control

7.1 Budget Requests

- Committees must submit budget requests to the Finance Committee before spending.
- All expenses require approval as per financial policy.

7.2 Documentation

- Every transaction must be supported by invoices or proofs of expense.
- Finance & Audit Committee will maintain oversight.

8. Performance Standards

8.1 Key Metrics

Committees will be evaluated on:

- Participation & attendance
- Timely reporting
- Completion rate of planned activities
- Quality and impact of work
- Adherence to deadlines and procedures

8.2 Evaluation

- EC will conduct bi-annual evaluations with documented outcomes.
- Committees may be restructured based on performance.

9. Confidentiality & Conduct

9.1 Confidentiality Clause

Members must not disclose internal discussions, reports, or personal data without approval.

9.2 Code of Conduct

Members must uphold the values of respect, team spirit, and professionalism.

9.3 Conflict of Interest

Any potential conflict must be declared to the Committee Chair and EC.

10. Dissolution or Reconstitution of Committees

Committees may be dissolved or restructured if:

- Mandate is completed,
- Performance standards are not met,
- EC determines a change is needed for efficiency.
- A 2/3rd EC majority is required.