

 The Geological Society	The Geological Society of London REGULATIONS	Number : R/G/18 Issue : 1 Date : 16/06/10 Page : 1 of 1
	STANDARD OPERATING PROCEDURES	Approval Authority COUNCIL

1 OBJECTIVE

To ensure the financial and business affairs of the Geological Society are managed in a professional manner.

2 SCOPE

This Regulation covers the responsibilities of the Executive Secretary and the Head of Finance for establishing Standard Operating Procedures for management of the financial and business affairs of the Society and of the Audit Committee (Regulation R/G/7) in reviewing these Standard Operating Procedures.

3 PROCEDURE

The Head of Finance and the Executive Secretary will, from time to time, introduce Standard Operation Procedures to define the arrangement for managing the financial and business affairs of the Society.

These Standard Operating Procedures shall be reviewed by and agreed with the Audit Committee.

The relevant Standard Operating Procedures shall be available to Staff of the Society who undertake tasks or activities covered by the Standard Operating Procedures.

An appropriate change-control procedure for Standard Operating Procedures shall be established by the Executive Secretary to ensure that all Staff members are working with the latest approved version of the Standard Operating Procedures.

4 RECORDS

The Executive Secretary and Head of Finance shall be responsible for maintaining:

A list of the current Standard Operating Procedures; and

A set of the current versions of all Standard Operating Procedures.