

# **SARAWAK BANK EMPLOYEES' UNION**

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## **MANAGEMENT HANDBOOK**

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28<sup>TH</sup> EDITION 2025/2026

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### **SOCIAL WELFARE/WOMEN**

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1. Social/Welfare and Women activities and programme are headed by Assistant General Treasurer assisted by Northern Region Branch Chairlady. We need to increase the level of Principal Women officials from 1 VP, AGT, 1 Branch Chairman and 1 Branch Manager.
2. Social and Welfare programmes continue to be an important part of our activities as part of our Community responsibilities.
3. Branches must continue to ensure that the activities are cost effective and give added value. It must be emphasized that Branches must organise activities with enthusiasm, resourcefulness and attention to details. Do not organise for the sake of organising.
4. Branches are to use the following documents which are available to organise and carry out the planned activities.
  - ACTIVITY PROPOSAL FORM (APF)
  - ACTIVITY REPORT FORM (ARF)
  - BUDGET SHEET (ABS)
  - ACCOUNT SHEET (AAS)
5. A Guide is also available to assist Branches on submission of proposals and reports.
6. Branch may submit proposals for any additional activity for consideration on a case by case basis.