SIR Branch 54 Job Descriptions

These job descriptions will include a brief description of the job purpose along with a flow chart detailing the job function.

LUNCH LOG

The lunch log provides a document for the Lunch Ticket sellers to track ticket sales by SIR Member and their Badge Number. It also provides a history of specific membership changes by date and a count of Active Members before and after each BEC meeting.

MEMBERSHIP ROSTER

The Membership Roster provides The Branch 54 members and SIR Management with a listing of Branch 54 members along with their basic personal and contact information. Branch 54 Officers, Directors and Committee Chairman are identified along with their contact information. It also provides SIR organization management contacts and branch meeting locations along with some Branch 54 management history.

The Roster also includes SIR history and Membership Guidelines. Branch 54 Policy and Procedures are included.

DATABASE

The Database is a repository of information on current and past membership. It includes Branch Management assignments for current and past years, Membership interests and personal information.

The Database provides a compilation of all information on each member including contact, home, birth and marriage dates, induction and resignation dates, sponsors and interests. This information is also maintained for all past members.

Branch Management assignments are maintained and updated at the beginning of each year.

WEB SITE

The web site is a membership recruitment tool that reflects our branch activities, where and when we meet, SIR and Rooster history, Officer and Committee contact information and member information along with membership applications. The web site includes links to State SIR and other branch web sites where additional SIR information can be found.

The site also includes photographs of each active member and photographs of past members along with their induction and resignation dates.