

Activity Chairman/Coordinator Position Description

Position Purpose:

This position guides the development and enhancement of branch activities to meet the Sir Mission Statement of enriching members' lives.

Principal Responsibilities:

- Chair the Branch's Activity Coordinating Committee.
- Coordinate with Activity Chairmen
 - Maintain regular communications with activity chairmen to support them as needed.
 - Expand activities to coed wherever practical to do so.
 - Mentor new activity chairmen as needed.
 - Build close working relationships with key branch leaders and volunteers to enhance the activity effort.
 - Conduct annual Chairman's breakfast meeting, if any
 - Review the year's goals vs. accomplishments
 - Conduct open discussion of current issues
 - Reach consensus on following year goals
- Generate activity development ideas for new activities from branch membership.
 - Identify new activities through branch surveys and personal contact.
 - Work with interested Sir's in beginning new activities.
 - Assist improvement of low performing activities.
- Encourage Activity Chairmen to have Assistants as part of succession planning.
- Identify low performing activities and assist with improvement actions.
- Participate in BEC meeting/luncheons
 - Attend and participate in monthly BEC meetings.
 - Prepare monthly activities report for the BEC.
 - Make activity announcements at Branch lunches.

SIR Leader Expectations, Skills and Knowledge Required:

- Understand the RAMP Tool Kit videos and video learning points sections applicable to the function.
- Understand the SIR Leader Expectations.
- Build close relationships with key branch leaders and volunteers to enhance the overall effort.
- Use common word processing, spreadsheet, presentation and email software.
- Understand the SIR organization and whom to contact for specific information and advice.
- Possess knowledge of the contents of the SIRINC.ORG website with particular emphasis on recruiting best practices found in the Branch Information Section.

(Updated 2/28/19 P&P Committee)

