

Branch Assistant Secretary Position Description

Position Purpose:

The Branch Assistant Secretary is responsible for assisting the Branch Secretary in the maintaining of Branch records. In the absence of the Branch Secretary shall perform the duties of, and be governed by, the same Policies and Procedures and Branch Secretary position description.

Primary Responsibilities:

- Serve as an Officer of the Branch and a member of the Branch Executive Committee.
- Assist the Branch Secretary and perform duties as assigned.
- Learn to perform the duties of the Branch Secretary as found in that position's Position Description.
- Perform such duties as assigned by the Big Sir, BEC, Branch Secretary or described in the SIR Policies and Procedures.

SIR Leader Expectations, Skills and Knowledge Required.

- Ability to use a computer, word processing and Email.

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