

Attendance Chairman Position Description

Branch 62 (10/10/2020)

Position Purpose:

This position collects and provides the attendance data to the Branch committees that will be forwarded to the state as required by the SIR organization.

Principal Responsibilities:

After the Luncheon, update the Attendance data file for that year and distribute it to the, Big SIR, Little SIR, Secretary, Membership, and the Rooster Committee.

Skills and Tools

Have access to and knowledge of:

- MS Excel
- Email