

## **BRANCH BIG SIR POSITION DESCRIPTION**

### **Position Purpose**

The Big Sir is the chief executive officer of the branch, a corporation under the laws of the State of California.

### **Primary Responsibilities**

- Serve as a Branch Officer and leader of the Branch Executive Committee.
- Lead all of the affairs of the Branch, subject to SIR bylaws, policies, required procedures, Branch regulations and the control of the Branch Executive Committee.
- Ensure the BEC annually sets reasonable membership and other goals that address issues of importance to branch improvement and long-term branch survival.
- Embrace RAMP (Recruiting, Activities, Member Relations, and Publicity/Image), placing emphasis on establishing leaders for each function.
- Preside at all meetings of the Branch and its Executive Committee except when that function is occasionally performed by the Little Sir.
- Appoint chairmen of Branch administrative and activity committees to serve during his term, including an Auditing Committee and Nominating Committee following his election and prior to the end of the year.
- Attend the State Annual Meeting and vote as required. Should he and the Little Sir not be able to attend, ensure the BEC appoints an elected officer to attend and vote in his place.
- Ensure he and the Little Sir, Secretary, Treasurer, RAMP Chairmen and the Nominating Committee Chairman attend the annual State training or if they are unable to attend the BEC appoints a replacement
- Act as an ex officio member of all committees except the Nominating and Travel Committees on which he shall not serve in any capacity.
- Ensure the branch has an officer and key leader succession plan, and that back-ups are trained for key leadership positions.
- Execute any document or other instrument authorized by the State Board
- Ensure by the 10th of each month, a completed Form 27-Monthly Branch Membership Report-which includes membership and luncheon attendance data for the previous month in accordance with the distribution instructions on the form. There shall be an agenda item for review of the most recent Form 27 at each BEC meeting for the purpose of reviewing progress towards reaching annual goals specified on the form. The Big Sir shall report to the BEC his recommendations for action to be taken to achieve the goals not being met. The December Form 27 is to be submitted to the new Officers as well as the previous year Officers.

- Work to obtain Area Governor Candidates, and vote in the election as a member of his Area's Election Committee
- Ensure that Branch officers and committee chairmen receive necessary training for their positions.
- May call special meetings of officers and members at his discretion with five days notice.
- Respond to SIR emails in a timely manner
- Act as mentor to the Little Sir.

**SIR Leader Expectations, Skills and Knowledge Required:**

- Understand the Bylaws, Policies & Procedures, and SIR Leaders Guide applicable to branch operations
- Understand the SIR Leader Expectations.
- Utilize goal setting, action planning and follow-up principles effectively
- Lead branch meetings effectively
- Build close relationships with key branch leaders and volunteers
- Apply effective leader and volunteer recruiting principles
- Has ability to review branch reports to assess how branch is performing
- Use common word processing, spreadsheet, presentation and email software
- Understand the SIR organization and whom to contact for specific information and advice
- Has knowledge of the contents of the SIRINC.ORG website with particular emphasis on the Branch Information Section.

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

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