

Branch Bulletin Editor Position Description

Position Purpose:

To produce and distribute a monthly bulletin that communicates Branch and State items of interest and forthcoming events.

Primary Responsibilities:

- Recruit and lead a team of editors to produce the monthly Branch bulletin that communicates Branch and State items of interest and forthcoming events.
- Distribute the Branch Monthly Bulletin to all Branch members as well as the Area Governor, Big Sirs and bulletin editors of Area Branches, the Regional Director, the State President, the Editor of Happenings as well as others the BEC may designate.
- Have the bulletin provide a clear link to SIR Happenings for members to use.
- Distribute any literature provided for events and highlight it in the Branch bulletin during the period in which deposits/reservations for the event are being accepted.
- Survey other Branch bulletins to generate ideas for content and presentation.
- Take or cause to be taken photographs at Branch-wide events.
- Build relations with Branch Activity Chairmen to facilitate their producing copy and photographs regarding their activities.

SIR Leader Expectations, Skills and Knowledge Required.

- Understands and applies the Sir Leadership Expectation relative to his position.
- Writes clearly and concisely in a conversational manner.
- Ability to edit articles submitted from various sources.
- Ability to use common bulletin production software.
- Ability to take photographs is helpful.
- Ability to build relationships with the editor team and Branch Activity Chairmen.

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