

Branch Travel Chairman Position Description

Position Purpose:

To plan, promote and conduct the Branch Travel Activity

Primary Responsibilities:

- Discharge all travel activities in accordance with SIR Bylaws, Policies, Procedures and Branch Regulations.
- Recruit, develop and lead the Branch Travel Committees.
- Utilize SIR Form 59, obtain BEC approval, and ensure that all travel event requirements are followed.
- Develop, plan and promote trips that are appealing and affordable to Branch members.
- Develop and maintain excellent relationships with SIR-qualified travel providers.
- Ensure any funds received and disbursed are processed in accordance with SIR Bylaws, Policies, Procedures and Branch Regulations.
- Work effectively with other Branches in the Area and the State Travel Committee to promote the travel activity.

SIR Leader Expectations, Skills and Knowledge Required:

- Maintain a thorough understanding of the SIR Bylaws, Policies, Procedures and Branch Regulations that govern the SIR Travel Activity.
- Has the ability to recruit and lead a Branch Travel Committee.
- Has the ability to develop relationships with Branch members, SIR-qualified travel providers and the State Travel Committee.
- Is thoroughly conversant with domestic and international travel opportunities.
- Has the ability to use common computer software and Email.
- Has the ability to write persuasively.

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