

BRANCH LITTLE SIR POSITION DESCRIPTION

POSITION DESCRIPTION

The primary purpose of the Little Sir position is to prepare to become an effective Big Sir. The Little Sir is a Branch Officer and member of the Branch Executive Committee. Duties include:

- Perform In the absence or inability of the Big Sir, or at his request all the duties of the Big Sir. When so acting, he shall have all the powers of, and shall be subject to, all restrictions placed upon the Big Sir.
- May be a member of any committee except the Nominating and Travel Committees on which he shall not serve in any capacity.
- Take the lead in luncheon meal planning and coordinating with restaurants.
- Represent his Branch at the yearly SIR Training Session as The Little Sir elect.
- Prepare for the opportunity to lead all the affairs of the Branch, subject to SIR bylaws, Policies, Procedures, Branch regulations; and to lead the Branch Executive Committee.
- Appoint, if elected Big Sir, Chairmen of Branch administrative and activity committees to serve during his term, including an Auditing Committee and Nominating Committee prior to the end of his Little Sir term.
- Understand the responsibilities of all committees.
- Vote in the election of the Area Representative as a member of the Area's Election Committee.
- Have such other powers and perform other tasks and duties as assigned by the Big Sir or the Branch Executive Committee.

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.
- Understand and support the principles of RAMP.
- Lead meetings effectively.
- Build close relationships with key branch leaders and volunteers.
- Apply effective leader and volunteer recruiting principles.
- 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 3/3/2024 MJM)