

SIR Membership Chair Duties

(HS 10/5/2020)

Distributions:

- 1 Branch Statistics to Rooster monthly
- 2 Distribute Roster along with Statistics monthly
- 3 Form 27 10th of the following month

Documents & Forms:

- Roster Spread Sheet
- Form 27
- New member Application Form 2
- New Member Packets ~~and Name Badges~~ (badges by Tom Birley – Branch Attendance Chairman) consist of Directory & Rooster Pin
- Letters to new members and spouse

Duties:

- Maintain the roster (spread sheet) database of all member types, active, inactive, HLM
- Distribute the roster to:
 - Branch Officers
 - Branch BEC
 - Branch Rooster committee
 - Branch Travel committee
 - Branch Program Chairman
 - Branch Attendance Chairman
- Provide the Secretary with count of active members, average age, mean age, loss of members, total member count, and new members.
- Receive completed and signed applications and bring them to the next BEC Meeting for approval
- Prepare New Member Packets ~~and Name Badges~~
- Contact approved new members requesting that they attend a luncheon so that they can be inducted into the branch (see distribution letters above)
- Conduct new member orientation
- Introduce new members to the general membership and ask them to say a few words about themselves
- Report membership details to their Branch at luncheons, at BEC meetings and through the branch website, also provide to the State membership information via **Form 27**:
 - sirstateform27@gmail.com
 - BEC
 - Area Governor
 - Little Area Governor

Region Director
Branch RAMP Committee

- Attend membership related meetings arranged by Regional Director and/or Area Governor
- Provide the State Little Governor with a copy of the roster – Due March 1 annually

<http://sirinc.org/MemInfo/PosDescBranch/MembershipChairmanPD.pdf>