

Membership Chairman Position Description

Position Purpose:

The Branch Membership Chairman is responsible for all Branch membership records, and processing of membership applications.

Principal Responsibilities:

- Receive Form 2, Application for Membership from new potential members and Sirs requesting transfer. Verify it is properly completed and enters and signed and brought to the next BEC meeting for approval.
- Interview applicants, if necessary.
- Process any member objection(s) to an applicant and inform the BEC prior to approval.
- Prepare New Member Packets and Name Badges.
- Ensure new members are informed they have received BEC approval.
- Ensure new member orientation is provided.
- Ensure new members are introduced to the general membership.
- Notify former Sir Branch when a transferred Sir is accepted by the new Branch
- Ensure membership applications for members, Form 2, are kept.
- ~~Ensure that an electronic version of the Branch Membership List (form 65) is executed by March 1 of each year all in accordance with the instructions on form 65A (New 5/31/19 Rev 8/7/19) (Deleted 5/16/20)~~

Brn	Last	First	Middle	Nick	Partner	Street	City	State	Zip	Phone	Email		
Branch Membership List													
Branch 1													
Brn	Last	First	Middle	Nick	Partner	Street	City	State	Zip	Phone	Email		
1	Sale	Dwight	B	Dwight	Laura	109 La Mesa Dr	Burlingame	CA	94010	650-123-4567	DWIGHT.SALE@COMCAST.NET		
1	Pickens	T	Bone	Bone	Mable	237 Oakhurst Ln	San Mateo	CA	94020	650-234-5678	tbone@comcast.net		

- ~~Ensure that your Branch roster is produced as you normally do. The roster is to contain at least the member's name, spouse's name, telephone number, mailing address, and email address. (Revised 8/7/19) (Deleted 5/16/20)~~
- A copy of this roster and/or an electronic version of the Branch Membership List shall be distributed to the Branch's Area Governor and Regional Director. **(Revised 5/31/19)**
- Maintain database of all members and report membership details to the BEC
- Prepare or ensure it is prepared, and forward Form 27 per the Form's instructions
- Attend membership related meetings arranged by Regional Director and/or Area Governor.

SIR Leader Expectations, Skills and Knowledge Required:

- Demonstrated organizational and people skills.
- Able to use email, word processing, spreadsheets and/or databases.
- Works to demonstrate the SIR Leader Valued Behaviors.