



TRAINING HANDOUTS

Activities Chairman



Prepared by: Ed Benson

Branch Activity Chairman Handouts
RAMP Training – 2017

Handout A 1

Learning Expectations

Got It	General Session	Got It	Workshop Session
	Memorize the SIR Mission Statement		Understand what your job is
	Set goals, monitor and report on results		Establish a committee to help you
	Understand and demonstrate the SIR Leadership Expectations		Report your goals and results to the BEC monthly
	Use the self-assessment to determine how you are demonstrating the SIR Leadership Expectations		Coordinate closely with other branch RAMP Chairmen
	Use the Recruiting Leaders and Team Members process in your internal recruiting efforts		Call on your AG/RD and the State Growth and Membership Committee for help
			Utilize the videos and the RAMP Toolkit to train your committee members
			Select ideas that will work from the responses of the workshop members
			Establish a branch activity coordinating committee to help start new activities and monitor existing activities
			Serve as the voice of the branch activity chairmen
			Recognize your activity chairman – consider an annual lunch or breakfast
			Ensure activity information in the monthly bulletin and website is accurate and timely
			Identify additional activity ideas by reviewing other branch bulletins and websites
			Review new members' interests to use them to start new activities
			Encourage and mentor new activity chairmen

		Keep an up to date roster of branch activity and assistant activity chairmen
		Develop succession plans for all activities to ensure that the activity won't die if the leader does
		Assist in improving low performing activities
		Review all activities with an eye to making them coed
		Provide activity chairmen with an Activity Leader's Guide found on the State website

Handout A 2

Job Description: Branch Activity Chairman/Coordinator or Team Leader

Position Purpose: Guide the development and enhancement of branch activities to meet the Sir Mission Statement of enriching members' lives

Reports to: Big Sir

Principal Accountabilities:

- Chair the branch Activity Coordinating Committee
 - Establish new activities
 - Convert activities to coed
 - Mentor activity chairmen

- *Serve as the voice of the activity chairmen to the BEC*
 - Maintain regular communications with activity chairmen
 - Identify and monitor activity chairmen needs
 - Conduct annual Chairman's breakfast meeting
 - Review the year's goals vs. accomplishments
 - Conduct open discussion of current issues
 - Reach consensus on following year goals

- *Generate activity development ideas for new activities from branch membership*
 - Work with interested SIR's in beginning new activities
 - Mentor new activity chairmen
 - Assist improvement of low performing activities
 - Recommend discontinuance of non-performing activities
 - Develop a 3-year branch activity plan for BEC approval with realistic and achievable goals

- *Monitor activity leadership succession and assist with succession planning*
 - Prepare annual succession analysis
 - Work with activity chairmen as needed to lower succession risk

- *Maintain current activity information postings*
 - Activity leadership roster
 - Alphabetical and a generic calendar of monthly events.
 - Co-Ed activities listing

- *Identify low performing activities, and assist with improvement actions*

- *Participate in BEC meeting*
 - Attend and participate in monthly BEC meetings
 - Prepare monthly activities report for the BEC
 - Recommend approval of new activities and deactivation when appropriate.
 - Maintain an Activity Book containing descriptions of all activities

- Make activity announcements at Branch lunches
 - Participate in occasional Area leadership sessions
 - Apply all State SIR rules relating to activities
- *Work effectively with all involved parties* to ensure the position purpose is met.
 - *Communicate the goals, plans and improvement actions of branch activities* to Branch XX members through personal contact and periodic monthly bulletin articles.

Skills and Abilities Needed:

- Perform successfully as an Activity Chairman
- Understand the RAMP Tool Kit videos and video learning points sections applicable to to branch activities
- Understand the SIR Leader Expectations and work to display them at the “Outstanding” level.
- Understand and apply successful Sir recruiting techniques, and train Recruiting Committee members and Chairmen in them
- Utilize goal setting, action planning and follow-up principles effectively
- Utilize recognition frequently to enhance activity efforts
- Possess the ability to lead SIR activity training at the branch
- Lead activity meetings effectively
- Build close relationships with key branch leaders and volunteers to enhance the activity effort
- Apply effective leader and volunteer recruiting principles
- Understand branch reports to assess how the branch activity effort is performing
- Use common word processing, spreadsheet, presentation and email software
- Understand the SIR organization and whom to contact for specific information and advice
- Possess knowledge of the contents of the SIRINC.ORG website with particular emphasis on activity best practices found in the Branch Information Section.

Estimated additional time needed for this position beyond Sir membership:

About eight to ten hours a month for Email correspondence, phone calls, working with activity chairmen and the activity coordinating committee, occasional meetings and record keeping


Handout A 3

Activity Video Learning Points

1. Appoint an Activities Coordinator and support him with a committee.
2. Involve new members and their ladies in activities early on. Put them in touch with your activity chairmen.
3. Use the application form to identify new members' interests. If you don't have an activity in an area, ask them to start one.
4. Keep your ear tuned to all members old and new; listen to them. They will often express thoughts like, "Why don't we do (fill in the blank)."
5. Involve the ladies! They love it, and they are a great source of recruiting other members from their friends spouses and partners.
6. Introducing guests to the branch first through an activity is likely a better way to convince them to join Sir than bringing them to the luncheon.
7. If your branch doesn't have enough members for an activity, join together with other branches in the Area.


Activity Goal Worksheet

Goal 1. *Institute a Branch Activities Coordinator and Committee to increase the range of member activities*

Could Work in My Branch 	Best Practice
	Appoint an Activity Chairman/Coordinator for the branch
	Initiate an Activity Committee
	Study how other branches do it
	Build a description of the team member's job
	Survey members for their activity interests
	Review the applications of members with three years or less membership to see what interests they included on their applications
	Develop a list of why activities are important to the branch
	Determine who is most active in branch activities, and recruit him on to the team
	Talk to new members in orientation to determine what activities they are interested in
These rows for write-ins	


Additional Notes

Goal 2. ***Begin four new activities this year***

Could Work in My Branch 	Best Practice
	Review the list of the 75 activities in Sir as found on the sirinc.org website to generate activity ideas
	Review Sir Happenings and bulletins from other branches to get ideas about additional activities
	Contact individual Activity Chairmen in other Branches for assistance in getting an activity started
	Follow up on new member interests as an opportunity to create a new activity
	In cases where the number of members interested in an activity are too few, see if an Area-wide activity can be started
	Ask your Area Governor to hold a meeting with all branch Activity Chairmen/Coordinators to brainstorm ideas for new activities
	Survey members for skills and hobbies they are willing to share with other members
	Consider joining together with other organizations such as senior centers to run joint activities
	Provide a copy of the Handbook for New Activity Chairmen to new activity chairmen. (It is found on the sirinc.org website under Member Information/Branch Information/Branch Improvement/Ideas, Tools & Examples/Activities)
These rows for write-ins	

Additional Notes

Goal 3. *Initiate at least 2 (more is better) new Branch activities for couples this year*

Could Work in My Branch 	Best Practice
	Review the list of the 75 activities in Sir as found on the sirinc.org website to generate coed activity ideas
	Review Sir Happenings and bulletins from other branches to get ideas about additional coed activities
	Contact individual Activity Chairmen in other Branches for assistance in getting an activity started
	Review your branch current activities to see if there are any that could be converted or copied to coed (e.g. couples nine hole golf, couples bridge, etc.)
	Incentivize members to start activities
	Survey spouses and partners at Ladies' Day, and determine what additional coed activities they might be interested in
	Ensure spouses and partners are aware of current branch coed activities
These rows for write-ins	

Additional Notes