

# Annual SIR Schedule of BRANCH Operations

Revision 02/28/2019

When	BIG SIR	LITTLE SIR	SECRETARY	TREASURER	OTHER
<b>It is important to start preparing for the following year as soon as the Big Sir and his team are elected.</b>					
<b>Previous September</b>	Big Sir Elect begins selecting Nominating, Audit Committee and all Branch Committee Chairmen including; administrative and RAMP Committees and members				
<b>Previous December</b>	Big Sir Elect confirms Nominating, Audit Committee and all Branch Committee Chairmen including; administrative and RAMP Committees and members prior to January 1st.				
<b>Routine</b>	<p>Hold regular monthly luncheon meetings as established by the Branch BEC. Ladies Day and other events inviting ladies may be held in lieu of regular luncheon meetings each year.</p> <p>Check calendar for future holidays that may necessitate changing regular luncheon meeting day.</p> <p>Big Sir may call special meetings of Officers or members with at least 5 days written notice.</p>	<p>Identify guest Speakers for the new Year. May establish a Committee to assist.</p> <p><b>Review SIR Schedule of Branch Operations monthly to ensure compliance and report any non compliance to BEC</b></p>	<p>Send minutes to Area Governor &amp; Regional Director by the end of the month or send memo to them when a BEC meeting is not held.</p> <p><b>Notify State Roster Chairman of any changes to Form 20 Branch Personnel. <u>ESSENTIAL</u></b></p> <p>Send notice of Branch Records transfer to Area Governor by 1/3/</p> <p><b>Report to BEC monthly on correspondence received and upcoming submittals due</b></p>	<p><b>Send Form 28 - Monthly Cash Report to Asst. State Treasurer by the end of each month <u>CRITICAL</u></b></p>	<p>Bulletin Editor - Ensure Branch bulletin is sent to all Branch members, Big Sirs of Area Branches, Area Governor &amp; Regional Director.</p> <p>Bulletin Editor - Send articles and photos from the Branch bulletins as separate items or the entire bulletin as a text document to Sir Happenings (JLSABO3@Comcast.Net).</p> <p><b>Membership Chrmn ensures that Form 27 - Membership Status is submitted by the end of each month <u>CRITICAL</u></b></p>
<b>January</b>	<p>Confirm Nominating and Audit Committee Chairmen appointments have been made.</p> <p>Complete installation of Officers and Directors not previously installed.</p> <p>Communicate Goals and Action Plans for coming year to membership. Include in BEC minutes, Newsletter, and website</p> <p><b>Secure approval of the year's Branch activities and record in BEC minutes. <u>ESSENTIAL</u></b></p>	<p><b>Verify SIR State assessment was paid by 1/15 <u>CRITICAL</u></b></p> <p><b>Review SIR Schedule of Branch Operations monthly to ensure compliance and report any non compliance to BEC</b></p>	<p>Send BEC meeting minutes to Area Governor &amp; Regional Director by the end of the month or send memo to them when a BEC meeting is not held.</p> <p><b>Report to BEC monthly on correspondence received and upcoming submittals due</b></p>	<p><b>Pay SIR State assessment by 1/15, basis is November active members. <u>CRITICAL</u></b></p> <p><b>Send Form 28 - Monthly Cash Report to Asst. State Treasurer by the end of each month <u>CRITICAL</u></b></p>	<p>Branch Officers transfer all records to the incoming Officers by January BEC meeting.</p> <p>Audit Committee Chairman completes Branch Audit of books and records of all financial transactions including Branch activities like Golf, Bowling, etc. by the Branch Audit Committee <b><u>ESSENTIAL</u></b></p> <p><b>Membership Chrmn ensures that Form 27 - Membership Status is submitted by the end of the month <u>CRITICAL</u></b></p>

## Annual Schedule of BRANCH Operations - continued

When	BIG SIR	LITTLE SIR	SECRETARY	TREASURER	OTHER
Feb	File Caterer Insurance Form 63 or 64 (as applicable) with the Insurance Committee. <i>Note: Submittal of the applicable form is <u>due prior to the expiration of the current insurance as this would be a major liability exposure to the Branch and to the SIR Organization</u></i> <b><u>CRITICAL</u></b>	Verify that Branch Audit Report - Form 29 along with the Dec Form 28 has been sent to Area Governor by 2/10. <b><u>CRITICAL</u></b>  Review SIR Schedule of Branch Operations monthly to ensure compliance and report any non compliance to BEC	Mail printed copy of Membership Roster to State Roster Chairman & provide a copy (by any media) to Area Governor & Regional Director. <b><u>ESSENTIAL</u></b>  Send BEC meeting minutes to Area Governor & Regional Director by the end of the month or send memo to them when a BEC meeting is not held.  Report to BEC monthly on correspondence received and upcoming submittals due	Send Branch Audit Report - Form 29 Along with the December Form 28 to Area Governor by 2/10. <b><u>CRITICAL</u></b>  Send Form 28 - Monthly Cash Report to Asst. State Treasurer by the end of each month <b><u>CRITICAL</u></b>	Membership Chrmn ensures that Form 27 - Membership Status is submitted by the end of the month <b><u>CRITICAL</u></b>
March	Solicit proposed amendments to SIR Branch Bylaws and submit to Area Governor <b><u>IMPORTANT</u></b>	Review SIR Schedule of Branch Operations monthly to ensure compliance and report any non compliance to BEC	Send BEC meeting minutes to Area Governor & Regional Director by the end of the month or send memo to them when a BEC meeting is not held.  Report to BEC monthly on correspondence received and upcoming submittals due	Send Form 28 - Monthly Cash Report to Asst. State Treasurer by the end of each month <b><u>CRITICAL</u></b>	Nominating Committee makes a progress report to BEC. (See May)  Membership Chrmn ensures that Form 27 - Membership Status is submitted by the end of the month <b><u>CRITICAL</u></b>
April		Review SIR Schedule of Branch Operations monthly to ensure compliance and report any non compliance to BEC	Send BEC meeting minutes to Area Governor & Regional Director by the end of the month or send memo to them when a BEC meeting is not held.  Report to BEC monthly on correspondence received and upcoming submittals due	Pay SIR State assessment by 4/15, basis is February active members <b><u>CRITICAL</u></b>  Send Form 28 - Monthly Cash Report to Asst. State Treasurer by the end of each month <b><u>CRITICAL</u></b>	Nominating Committee makes a progress report to BEC. (See May)  Membership Chrmn ensures that Form 27 - Membership Status is submitted by the end of the month <b><u>CRITICAL</u></b>
May	Receive next year's Branch Officers slate from Nominating Comm. by 5/31.	Review SIR Schedule of Branch Operations monthly to ensure compliance and report any non compliance to BEC	Send BEC meeting minutes to Area Governor & Regional Director by the end of the month or send memo to them when a BEC meeting is not held.  Report to BEC monthly on correspondence received and upcoming submittals due	Send Form 28 - Monthly Cash Report to Asst. State Treasurer by the end of each month <b><u>CRITICAL</u></b>	Nominating Committee submits proposed slate of Branch Officers to Big Sir & BEC  Membership Chrmn ensures that Form 27 - Membership Status is submitted by the end of the month <b><u>CRITICAL</u></b>

## Annual SIR Schedule of BRANCH Operations - continued

When	BIG SIR	LITTLE SIR	SECRETARY	TREASURER	OTHER
June		Review SIR Schedule of Branch Operations monthly to ensure compliance and report any non compliance to BEC	Send BEC meeting minutes to Area Governor & Regional Director by the end of the month or send memo to them when a BEC meeting is not held.  Report to BEC monthly on correspondence received and upcoming submittals due	Send Form 28 - Monthly Cash Report to Asst. State Treasurer by the end of each month <b><u>CRITICAL</u></b>	Membership Chrmn ensures that Form 27 - Membership Status is submitted by the end of the month <b><u>CRITICAL</u></b>
July	Submit BEC nomination for next year's Area Governor.	Review SIR Schedule of Branch Operations monthly to ensure compliance and report any non compliance to BEC	Send Form 20 - Branch Personnel for next year to State Roster Chairman if this can't be done in August due to a special event.  Send BEC meeting minutes to Area Governor & Regional Director by the end of the month or send memo to them when a BEC meeting is not held.  Report to BEC monthly on correspondence received and upcoming submittals due	Pay SIR State assessment by 7/15, basis is May active members. <b><u>CRITICAL</u></b>  Send Form 28 - Monthly Cash Report to Asst. State Treasurer by the end of each month <b><u>CRITICAL</u></b>	Bulletin Editor includes nominations for next year's Officers in the July bulletin, or by written notice to each member.  Membership Chrmn ensures that Form 27 - Membership Status is submitted by the end of the month <b><u>CRITICAL</u></b>
August	Big Sir and Little Sir attend SIR State Annual Meeting, or BEC must appoint an alternate to attend.  Hold election of next year's Branch. Officers.	Review SIR Schedule of Branch Operations monthly to ensure compliance and report any non compliance to BEC	Send Form 20 - Branch Personnel for next year to State Roster Chairman prior to August 31 even if no elections were held <b><u>ESSENTIAL</u></b>  Send BEC meeting minutes to Area Governor & Regional Director by the end of the month or send memo to them when a BEC meeting is not held.  Report to BEC monthly on correspondence received and upcoming submittals due	Send Form 28 - Monthly Cash Report to Asst. State Treasurer by the end of each month <b><u>CRITICAL</u></b>	Big Sir & Little Sir attend Area Governor's meeting to elect next year's Area Governor by 8/31.  Membership Chrmn ensures that Form 27 - Membership Status is submitted by the end of the month <b><u>CRITICAL</u></b>
September	Big Sir to ensure that Big Sir & Little Sir Elect and Secretary & Treasurer Elects or alternates attend annual Leadership Training in September or October.  Invite BEC-Elects to BEC meetings	Conduct a BEC and Luncheon Meeting in order to gain advance training in this position while still working with the current Big Sir.  Review SIR Schedule of Branch Operations monthly to ensure compliance and report any non compliance to BEC	Send BEC meeting minutes to Area Governor & Regional Director by the end of the month or send memo to them when a BEC meeting is not held.  Report to BEC monthly on correspondence received and upcoming submittals due	Send Form 28 - Monthly Cash Report to Asst. State Treasurer by the end of each month <b><u>CRITICAL</u></b>	Big Sir & Little Sir attend Area Governor's meeting to elect next year's Area Governor by 8/31.  Membership Chrmn ensures that Form 27 - Membership Status is submitted by the end of the month <b><u>CRITICAL</u></b>

## Annual SIR Schedule of BRANCH Operations - continued

When	BIG SIR	LITTLE SIR	SECRETARY	TREASURER	OTHER
<b>October</b>	Big Sir to ensure that Big Sir & Little Sir Elect and Secretary & Treasurer Elects or alternates attend annual Leadership Training in September or October.	<b>Review SIR Schedule of Branch Operations monthly to ensure compliance and report any non compliance to BEC</b>	Send BEC meeting minutes to Area Governor & Regional Director by the end of the month or send memo to them when a BEC meeting is not held.  Report to BEC monthly on correspondence received and upcoming submittals due  Order Past Big Sir pin - Form 23. (Optional)	Pay SIR State Assessment by 10/15, basis is August active members. <b><u>CRITICAL</u></b>  Send Form 28 - Monthly Cash Report to Asst. State Treasurer by the end of each month <b><u>CRITICAL</u></b>	Membership Chrmn ensures that Form 27 - Membership Status is submitted by the end of the month <b><u>CRITICAL</u></b>
<b>November</b>	Install next year's Officers in November or December	<b>Review SIR Schedule of Branch Operations monthly to ensure compliance and report any non compliance to BEC</b>	Send BEC meeting minutes to Area Governor & Regional Director by the end of the month or send memo to them when a BEC meeting is not held.  Report to BEC monthly on correspondence received and upcoming submittals due	Send Form 28 - Monthly Cash Report to Asst. State Treasurer by the end of each month <b><u>CRITICAL</u></b>	Membership Chrmn ensures that Form 27 - Membership Status is submitted by the end of the month <b><u>CRITICAL</u></b>
<b>December</b>	Install next year's Officers if not installed in November.  Big Sir to schedule a meeting with the New BEC to Develop Goals & Action Plans and assign responsibilities for the next year.	Assist Big Sir Elect with Goals and Action Plans for next year  <b>Review SIR Schedule of Branch Operations monthly to ensure compliance and report any non compliance to BEC</b>	Send BEC meeting minutes to Area Governor & Regional Director by the end of the month or send memo to them when a BEC meeting is not held.  Report to BEC monthly on correspondence received and upcoming submittals due	Send Form 28 - Monthly Cash Report to Asst. State Treasurer by the end of each month <b><u>CRITICAL</u></b>	Big SIR-Elect confirms Nominating and Audit Committee appts & completes appt of admin Committee Chairmen and members prior to 1/1.  Membership Chrmn ensures that Form 27 - Membership Status is submitted by the end of the month <b><u>CRITICAL</u></b>