



---

# TRAINING HANDOUTS

---

## Br. Secretary



Prepared by: Ed Benson

## Handout SEC 1

### JOB DESCRIPTION FOR BRANCH SECRETARY



#### Position Purpose:

The Branch Secretary is responsible for recording and publishing the Minutes of BEC meetings and is the official record keeper of Branch records (except Financial records).

#### Primary Responsibilities:

- Reads and applies all State SIR rules relating to the Secretary as outlined in the State SIR Bylaws, Article 4, Rules 175 through 190 in State Rules Manual
- Take roll and determine quorum at Branch BEC meetings
- Capture BEC meeting minutes and distribute (example on State website)
- Official record keeper of Branch records except financial records maintained by Branch Treasurer, maintain for 5 yrs
- Assure Sir Schedule of Branch Operations is followed
- Maintain SIR Branch manual and assure it is available at BEC meetings
- Communicates Form's and Reports to BEC and State Officials as needed
- Maintains Branch Documents
- Report at monthly BEC meeting any items needing attention during the month (obtain this information from Schedule of Branch Operations)
- Report Branch nominations and BEC changes to the State (Form 20)
- Create Certificate of Appreciation for members per Big Sir (Form 7, 7A)
- Maintain Branch Letterhead Stationery (Form 18)
- Order Special Pins for Officers (Form 21)
- Maintain copies of all Branch Travel Form requests (Forms 50, 51, 52, 53, 53B, 59, 59A, 59B)
- Report to State any deceased HLM'S, Super Seniors, etc. members

#### Special skills and abilities needed:

Ability to use a computer, word processing and Email.

#### ESTIMATED ADDITIONAL TIME FOR THIS POSITION BEYOND SIR MEMBERSHIP:

Branch Executive Committee meeting – 1-2 hours per month.

Publishes Minutes and distributes them by Email - 30 minutes to 1 hour per month.

Miscellaneous (correspondence, State Email responses, etc.) - 15 minutes per month.

#### CONCLUSION

This Job Description is intended to convey information essential to understanding the scope of the job and general details of its requirements. However, this job description is not meant to supersede or take the place of any information and/or requirements for the job noted above as found in the State SIR (SIR, inc.) Bylaws and Rules or Guidelines as found on their web site at <http://www.sirinc.org>.

**Handout SEC 2**

**Sons In Retirement  
Branch 222  
Region 222 - Area 222  
BRANCH EXECUTIVE COMMITTEE MINUTES  
Monday October 22, 2016**

**BEC ATTENDANCE:**

NAME	TITLE	TERM (thru)	PRESENT	ABSENT

**Officers and Directors:** The 12 in attendance constituted a quorum (7 minimum).

**Visitors & Guests:**

Name	Position	Name	Position

**New Members & Sponsors:**

New Member	Sponsor	New Member	Sponsor

**Call to Order**

- Big Sir \_\_\_\_\_ called the meeting to order at 9:00 AM.
- Secretary \_\_\_\_\_ confirmed a quorum was present.

**1. OFFICER REPORTS**

**1.1 Secretary Report:**

- The September 2016 minutes had been distributed in draft. Comments were received and incorporated as appropriate. The final version was distributed.  
**Moved/Seconded/Passed** approval of the minutes
- The Schedule of Operations for October and November has been sent to the BEC.

**1.2 Big Sir Report:**

- Review of Form 27 (Monthly Branch Membership Report). XXX is impressed with membership increase to date this year.
- The 2017 Nominating Committee will be chaired by 2016 Big Sir.
- The medical emergency at the September 2016 Luncheon prompts using “SIR DOWN” as the appropriate call out whenever there is a similar occurrence.
- Monthly approval of Contract with restaurant (3-month span). :
  - Set dues for 2017 at \$PP, with a luncheon cost of \$QQ. This reflects a substantial (\$10,000 per month) reduction by the restaurant from their usual charge to an outside group, considering room rental, parking, S/V, etc.
- Pro-rate dues to a quarterly amount for those who join later in the year.
- Pro-rate newsletter mailing costs on a quarterly basis as well.
- The unauthorized mailing from a retirement facility to our Branch members was an innocent mistake that will not be repeated. Violates SIR Rule 13.
- Member Relations Committee, as well as the individual activities, will handle how to stay in contact with our members who become inactive and the widows of deceased members.

**1.3 Little Sir Report**

Today’s luncheon speaker: \_\_\_\_\_, Director of \_\_\_\_\_ for “\_\_\_\_\_”. It is a \_\_\_\_\_ organization founded in 19xx. One of the Bay Area’s most significant \_\_\_\_\_, they have \_\_\_\_\_.

They are responsible for \_\_\_\_\_.

- Our November Speaker will be \_\_\_\_\_, introduced by \_\_\_\_\_, on the topic of “\_\_\_\_\_.” He \_\_\_\_\_ has \_\_\_\_\_.

**1.4 Treasurer Report:**

- September 2016:
  - \$\_\_\_\_.\_\_\_\_ beginning balance
  - \$\_\_\_\_.\_\_\_\_ receipts
  - \$\_\_\_\_.\_\_\_\_ disbursements

\$ \_\_, \_\_. \_\_ ending balance  
**Moved/Seconded/Passed** approval of the report

**1.5 Membership Secretary Report** ( \_\_\_\_\_ ):

- New members to be inducted this month = 5  
\_\_\_\_\_ sponsored by \_\_\_\_\_  
\_\_\_\_\_ sponsored by \_\_\_\_\_  
\_\_\_\_\_ sponsored by \_\_\_\_\_  
\_\_\_\_\_ sponsored by \_\_\_\_\_  
\_\_\_\_\_ sponsored by \_\_\_\_\_  
**Moved/Seconded/Passed** approval of the candidates

- Inactive Members requesting active status = 1  
\_\_\_\_\_
- Members requesting inactive status = none
- Active Members resigning = 1  
\_\_\_\_\_ moved
- Inactive Members resigning = 1  
\_\_\_\_\_ health
- Orientations Scheduled = 5
- Orientations Delayed = 1
- Applications Withdrawn = none.
- With these changes:  
\_\_\_ active  
\_\_\_ applicants  
\_\_\_ inactive  
**Moved/Seconded/Passed** approval of the report.
- Update Regulation 9 Inactive Membership to allow Membership Secretary to reclassify inactive members to active status or resigned status.  
**Moved/Seconded/Passed** approval of the update.

**1.6 Attendance Secretary Report** ( \_\_\_\_\_ ):

- September luncheon attendance = \_\_\_\_, vs. \_\_\_\_ caterer minimum.
- October luncheon attendance = \_\_ expected, includes \_\_ 'no meal'.
- Attendance delinquencies (missed more than 5 meetings in prior 12 months = \_\_).  
**Moved/Seconded/Passed** approval of the report.

**2. COMMITTEE REPORTS**

**2.1 Recruitment** ( \_\_\_\_\_ ):

- Gained \_\_\_\_ new members, compared to goal of \_\_\_\_.
- Had \_\_\_\_ guests so far, compared to goal of \_\_\_\_.

**2.2 Member Relations Committee** ( \_\_\_\_\_ ):

- Motion to approve \_\_\_\_\_ at an initial cost of \$\_\_\_\_\_ with subsequent annual cost of \$\_\_\_\_\_. Discussion stated that this would violate SIR rules regarding \_\_\_\_\_.

**Moved/Seconded/Failed** - motion NOT approved

**2.3 Activity Committee** (\_\_\_\_\_):

- Update on Activities:
  - Motion of reclassify the \_\_\_\_\_ activity to inactive.

**Moved/Seconded/Passed** approval of the reclassification.

**2.6 Member Feedback** (\_\_\_\_\_):

- Comment cards were turned in from \_\_\_\_ members after the September 2016 Luncheon:
  - Comments ranged from “impressed” to “satisfied”.
  - Food, speakers, and ??? was a main topic.

**2.7 Newsletter** (\_\_\_\_\_):

- Contributors aren't adequately proof-reading their submissions causing extra work for the editors.
- Results of the Survey need to be communicated.

**3. NEW BUSINESS**

**3.1 On-Line Forms** (\_\_\_\_\_):

Propose that response form for Ladies Day be on-line rather than mail-in.

**Moved/Seconded/Tabled** for further development.

**4. INDUCTION OF NEW MEMBERS** (\_\_\_\_\_):

- Sponsors \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ agreed to be responsible for their new member's well-being and keep the Branch informed of such.
- New Members \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ were sworn in.

**6. CLOSE & ADJOURN**

- Big Sir \_\_\_\_\_ adjourned the meeting at 10:33 AM.
- Next regular meeting will be 9:00 AM on Monday 11-22-2016.

Respectfully submitted,

**XXXXXXXXXXXXXXXXXXXXXXX**

\_\_\_\_\_, Secretary, Branch 222

## **Handout SEC 3**

### **Secretary Worksheet**

**2.1. *Capture BEC Minutes and Distribute (Sample on State Website)***

**2.2. *Follow Schedule of Branch Operations (Schedule on State Website)***

**2.3. *Maintain and have available the SIR Rules Manual (Manual on State Website)***

**2.4. *Report Branch BEC changes to State (Form 20) (Forms on State Website)***

**2.5. *Report to State any deceased HLM's, Super Seniors, etc. (Roster on State Website)***

## Handout Sec 4

### Learning Points for Secretary Training

- The new SIR Mission Statement
- Understand your job as Branch Secretary
- How to locate the Branch Schedule of Operations and ensure it is followed. Report at monthly BEC meeting any items needing attention during the month.
- How to find and use the SIR Forms:
  - Reporting Branch nominations and BEC changes to the State on Form 20.
  - Create Certificate of Appreciation for members per Big Sir (Form 7, 7A),
  - Maintain Branch Letterhead Stationery (Form 18).
  - Order Special Pins for Officers (Form 21).
- Maintain copies of all Branch Travel Form requests (Forms 50, 51, 52, 53, 53B, 59, 59A, 59B)
- Report to State any deceased HLM'S, Super Seniors, etc.
- How to find, maintain, and use the SIR Rules Manual at all BEC meetings.
- Apply all SIR rules relating to the Secretary as outlined in the State SIR Bylaws, Article 4, and Rules 175 through 190
- How to find and use the SIR Leader's Guide
- The usefulness of the sirinc.org website and its basic navigation
- Understand and demonstrate the SIR Leader Valued Behaviors
- Take roll and determine quorum at Branch BEC meetings
- Capture BEC meeting minutes and distribute (example on State website)
- Official record keeper of Branch records except financial records maintained by Branch Treasurer, maintain for 5 yrs
- Communicates Form's and Reports to BEC and State Officials as needed
- Maintaining Branch Documents