

## 2018 Big Sir Training (09/29/17)

1. Making chair appointments starting in last quarter of the year prior to you taking office. Make Membership & Audit appointments first.
2. Your role as Big Sir, you manage the Branch, you are the visionary for the Branch
3. Conducting a BEC Meeting (use of agenda and time management)
4. Conducting a Branch luncheon (use of agenda and time mgt)
5. Review/discuss Activities at each BEC meeting
6. Communicating with Branch members and State
7. Awards, Recognition, Forms 6, 7, 23, 23A
8. Review/discuss Membership, Recruiting and Retention regularly
9. Quarterly reporting
10. Use of SLG, following SIR schedule of Branch operations