Sons in Retirement --- Organization Chart

STATE BOARD OF DIRECTORS
President
Vice President
Secretary
Treasurer
Assistant Secretary
Assistant Treasurer
Chief Administrative Officer
Regional Directors

PRESIDENT
VICE PRESIDENT
SECRETARY
Assistant
TREASURER
Assistant
CHIEF ADMIN. OFFICER
State Advisor

Executive Committee:
President
Vice President
Secretary
Treasurer
State Advisor ex officio

State Committees
Standing
Nominating
Audit
Pres Advisory
Rules
Growth & Mbrshp
Insurance
Travel
SIRARC
Bowling
Golf
RV
INFOSYS
State Budget QC
State Trng & Dev
Bocce

Appointed or Sub
State Badges
State Certificates
Spotting Events
Mtg Arrgts
Hardware
Pins
Forms
Roster
Manual
Web Site
Email
Newsletter
Database
Publicity

REGIONAL DIRECTOR
REGIONAL DIRECTOR
REGIONAL DIRECTOR

AREA GOVERNOR
AREA GOVERNOR
AREA GOVERNOR

BRANCH
BRANCH
BRANCH
BRANCH

BRANCH EXECUTIVE COMMITTEE
Big Sir, Little Sir, Secretary, Treasurer, Assistant Secretary, Assistant Treasurer and 2 to 6 Directors

Director
Little Sir
Big Sir
Secretary
Treasurer
2 to 6 Directors
Appointed Chairmen of Committees and Activities
Assistant Secretary
Assistant Treasurer

Rev 9/1/17, DB Sale
The Mission of SIR is to enhance the lives of our members through fun activities and events – while making friends for life

The Vision of SIR is to become the best active men’s organization in Northern and Central California by improving longevity through providing opportunities for physical, mental and social engagement

SIR is popular because it is successful in providing physical, mental and social opportunities for active men. Our survivability challenge is to remain a healthy and vital organization as our members age.

New members are important to any organization, but they are especially important for SIR because a continuous supply of new members is needed to replace outgoing members and maintain a healthy balance of newer and older members.

SIR has four expectations of its members:

• Be a friendly, sociable guy
• Participate in our activities, luncheons and events
• Volunteer when asked – give it a shot
• Bring guests and introduce them to SIR so we can perpetuate the organization.

Each member should work to bring in at least two new members to continue the legacy of SIR.

This guide will assist leaders at all SIR levels to plan for and to implement policies and programs that will attract new members, retain members, strengthen branches and continue the success of SIR for the long term.
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BRIEF HISTORY

In early April 1958 Damian Reynolds and three friends, Claus J. Hink, Lorenz Hansen and later Wallace Plummer, all members of The Shriners’ Royal Order of Jesters, conceived the idea of a retired men’s organization. It would have a program of regularly scheduled meetings for the purpose of “maintaining old friendships, making new acquaintances, and promoting the general well being and dignity of the members of the organization.” They established basic principles that remain today as the backbone of the organization.

- A luncheon meeting at a specific time and place. Cost of lunch to be paid by the member. No initiation ritual or fees
- Membership open to men retired from full or part time gainful occupation, regardless of age, race, color or religion (Note: This has been changed in keeping with the times. Just have the discretionary free time to participate in activities and monthly luncheon.)
- No espousal of any political, religious, sectarian or fraternal philosophy or organization

On July 23, 1958 in San Mateo, Sons In Retirement was born with nine men as the founding members. Subsequently, more branches were formed until there were 179 branches at its peak. Branches added more activities for men and couples to increase the appeal for retired men and partners who could meet and become new friends for life.

ORGANIZATIONAL STRUCTURE

The basic structure consists of a parent corporation governed by a board of directors and separate subsidiary branch corporations governed by branch executive committees. Branches are authorized to exist and are regulated by the host corporation. The entire organization is commonly referred to as SIR. The geographic boundaries of the SIR organization are all of Northern California extending from the California/ Oregon Border to the Bakersfield environs.
PART TWO
SONS IN RETIREMENT, INC. (The “State”)

LEADERSHIP

The Board of Directors is the governing body. The members of the Board are the President, Vice President, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, and Chief Administrative Officer who are elected by the members of the Corporation at the annual meeting in August, and the Regional Directors, each of whom is elected by the Area Governors in his Region. The chart on page 2 illustrates this leadership structure. There is no paid staff.

SIRInc has Standing Committees charged with administering, advising and making recommendations. Some examples are the Policies & Procedures, Information Systems, Insurance, Budget Oversight and Growth & Membership Committees.

SIRInc also has Standing Activities Committees charged with administering major SIR activities including Bowling, Boccce, Golf, Recreational Vehicles and Travel. Many members enjoy making new friends by participating in SIRInc sponsored activities locally, statewide and with Travel, internationally.

LEADERSHIP DEVELOPMENT

Leadership is a process of engagement which maximizes the achievement of a goal. Look through this guide for opportunities for your branch. Qualified State Officers are essential for attaining success of the SIR mission. It is important for current SIRInc leaders to identify members who embrace the SIRInc mission and vision and provide them opportunities to develop leadership skills in preparation for serving in SIRInc leadership positions.

KEY LEADERS

The position descriptions for the following leaders are all found on the SIR website http://www.sirinc.org/MemInfo/PosDesc/State.

PRESIDENT

The President is the Chief Executive Officer of SIR. He presides over all State Board Meetings and the Annual Meeting. Although he can delegate to others, he is ultimately responsible for the operations of SIR.

The President appoints all Standing Committee Chairmen and provides guidance to them. He is responsible for all State Expenses and works with the State Treasurer to monitor the State Budget.
The President works through the Regional Directors and Area Governors to promote the SIR Mission and Vision and monitor progress towards meeting SIR membership, attendance and other goals.

**REGIONAL DIRECTOR**

The Regional Director (RD) reports to the President, and assists the Areas and Branches in his Region to attain membership, member satisfaction, luncheon attendance and activities participation goals. He is a conduit for ideas, concerns and best practices between Area Governors and the State Board.

**AREA GOVERNOR**

The Area Governor (AG) is the principal State Officer assisting branches in his Area to attain membership, member satisfaction, luncheon attendance and activities participation goals. He does this through observing, training, coaching and mentoring Branch Officers. He works closely with his branches to build working relationships and provide them support to meet Branch Goals using SIR Leader and RAMP training and other available tools. AGs are expected to visit each Branch at least once a year to observe the BEC and luncheon and to offer constructive advice.

**TRAINING MEETINGS**

*Regional Director & Area Governor Training*

The State Training Committee conducts an annual training session for Regional Directors and Area Governors. RD and AG position descriptions, SIR Leader Expectations, Improving Leader Effectiveness, Assisting Branch BEC’s, Recruiting Leaders and Volunteers and Working with other parts of SIR are presented and discussed.

*Branch Leader Training*

After the August Branch/State elections, training is conducted in each Region for all elected Branch officers, Nominating Committee, Committee Chairmen and RAMP (Recruitment, Activities, Member Relations, Publicity) leaders. This training is usually conducted in October, and all those invited are required to attend.
PART THREE
BRANCH CORPORATIONS

LEADERSHIP

The Branch Executive Committees (BECs) are the governing bodies. The officers that serve on the BECs are the Big Sir, Little Sir, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer and from 2 to 6 Directors, all of whom are elected by the branch members in attendance at the August luncheon meeting. There is no paid staff. The BECs delegate some branch administrative and activity functions to branch committees. For example Member Recruitment and Member Relations committees are administrative committees and Branch Golf and Bowling Committees are activity committees.

A major responsibility of the Branch Executive Committees is to establish goals and objectives that are consistent with the SIRinc Mission and Vision and Branch improvement.

A HEALTHY BRANCH DEFINED

A healthy branch is a growing one in which new members are recruited at a rate to offset attrition and achieve a net gain. There should be at least ten Activities for members (some shared with spouses/partners). Branches should be aware of opportunities to begin new activities; this can be facilitated by interviewing new members and determining their interests as well as surveying current members. A typical goal for most Branches could be a net gain of 1 activity each year. 70% or more of members should attend regular luncheon meetings where fellowship and camaraderie is fostered.

LEADERSHIP DEVELOPMENT

Qualified Branch Officers are essential for maintaining branch health and vitality. It is important for current branch leaders to identify members who embrace the SIR Mission and Vision as well as embody the SIR Leader attributes and provide them opportunities to develop leadership skills in preparation for serving in Branch and potentially State leadership positions. These members should be placed on the Branch “Future Leaders List” which should be reviewed and updated periodically.

LEADERSHIP EXPECTATIONS

SIR Leaders are expected to exhibit Enthusiasm, Open Mindedness and Knowledge of SIR. They should recognize the contributions of others, be skilled in Consensus...
Problem Solving and Decision Making and have the ability to Influence others. See the SIR Leaders Self Assessment Worksheet found on the sirinc.org website (http://sirinc.org/MemInfo/BOTraining/NomComTraininghandouts_20190330)

**COMMON BRANCH LEADERSHIP POSITIONS**

Each Branch leadership role has a position description which is found on the SIRINC.ORG website (http://www.sirinc.org/MemInfo/PosDesc/). Also, see the Branch Officer Training Information Section on the Members Information web page. A synopsis of each position is included below:

**BIG SIR**
The Big Sir is the chief executive officer of the branch, a corporation under the laws of the State of California. He leads all of the affairs of the Branch, subject to SIR bylaws Policies and Procedures, Branch regulations and the control of the Branch Executive Committee.

**LITTLE SIR**
The primary responsibility of the Little Sir position is to prepare to become an effective Big Sir and be prepared to take over for the Big SIR if needed.

**BRANCH SECRETARY**
The Branch Secretary is responsible for recording and publishing the Minutes of BEC meetings and producing Official Branch correspondence. He is responsible for seeing that a branch roster is produced and distributed. He is the official record keeper of Branch records (except Financial records).

**BRANCH TREASURER**
The Treasurer is the Financial Officer of the branch, a corporation under the laws of the State of California. He produces the monthly Cash Report (Form 28) and manages the Branch finances.

**BRANCH MEMBERSHIP CHAIRMAN**
The Branch Membership Chairman is responsible for the record keeping related to the Branch Roster, new member applications and inductions, and membership reporting. He is responsible for seeing that a Form 27 is produced and distributed monthly.
BRANCH DIRECTOR
A Branch Director serves on the branch BEC and actively shares in the direction and well being of the Branch. He should be appointed to at least one Branch RAMP Committee as leader or assistant leader. All branch officers should be familiar with SIR Policies and Procedures and visit the SIR website to become familiar with the many guidance documents.

NOMINATING COMMITTEE CHAIRMAN
This leader is responsible to ensure the branch nominates the best candidates for officer and director positions, to influence those candidates to accept nomination and to provide the branch with trained backup candidates for all officer and RAMP chairman positions.

CHAIRMAN (OR LEADER) RECRUITING TEAM
This leader is responsible to ensure the branch continues to grow and thrive by recommending and monitoring programs and processes to recruit first time guests and turn guests into applicants and eventually, members.

CHAIRMAN (COORDINATOR OR LEADER) ACTIVITIES
This leader is responsible to guide the development and enhancement of branch activities to meet the Sir Mission Statement of enriching members' lives.

CHAIRMAN (OR LEADER) MEMBER RELATIONS
This leader is responsible to ensure the branch is maintaining appropriate growth and is meeting the needs of its members by recommending and implementing approved programs and processes to improve member integration, satisfaction, and retention.

CHAIRMAN (OR LEADER) PUBLICITY & IMAGE
This leader is responsible to ensure membership candidates are (and, to a lesser extent, the general public is) aware of the Branch within its member recruiting area.

BEC MEETINGS
The future success or failure of the branch will be the result of the current decisions of the BEC. The BEC has total responsibility for all aspects of the Branch. Underlying all of these aspects is the need to maintain branch health for the long term. Branch health is directly related to the numbers of new members inducted annually and member
retention. The loss of members or maintaining the status quo with respect to the number of branch members will ultimately result in branch failure.

The Big Sir and the other BEC officers are responsible for establishing Branch goals, policies and programs that will assure branch survival long term. Offsetting attrition, recruiting younger members (to maintain branch vitality as well as branch median age), and ending the year with membership growth are key to that survival. Review the current and previous years’ Form 27 at each BEC meeting to determine progress towards achieving membership and attendance goals. Corrective action needs to be initiated immediately if goals are not being met.

The Big Sir shall prepare and publish an agenda prior to each BEC meeting. The following is a sample agenda which should not take more than 90 minutes. Feel free to adjust to meet your Branch needs.

**Sample Agenda — Branch Executive Committee Meeting**

Branch XXX Date

**Big Sir** – Welcome those in attendance, Introduce guests & opening remarks

**Secretary** – Verify quorum and Present minutes of previous meeting for approval

Review current and next month’s items from Schedule of Branch Operations

Communicate Branch Correspondences

**Treasurer** – Present Treasurer’s (Form 28) report and significant new expenses for approval

**Big Sir Report** – Review recent correspondence from SIR State Officers and State Committees. Report on items of current importance (e.g. New Member Recruitment)

Review the current Form 27 and compare to membership and attendance goals

**Little Sir Report** – Report on luncheon speakers scheduled. Report on status of branch reports and other activities of the Little Sir

**Committee Reports**

Membership
Report membership counts and changes. Get approval for applications. Introduce applicants and sponsors if present (pronounce names correctly), Make motion to accept applicants for membership

**Attendance**

Report on past and current attendance counts and delinquencies.

**Recruiting**

Report on new members and guests to date vs goal. Report on recruitment efforts/programs and use of SIR cards.

**Activities**

Report on member participation in Activities, Make recommendations for new activities.

**Member Relations**

Report on non-returning guests and member feedback

**Publicity**

Report on efforts to enhance SIR image and awareness in the community.

**Other Committee Chairmen**

Reports as appropriate (e.g. Nominating Committee)

**Old Business**

**New Business**

Anything for the good of the order

Announce date of next meeting

Remind those in attendance to bring a guest who can become a friend to the next luncheon meeting — Adjourn

**LUNCHEON MEETINGS**

Most members derive their initial satisfaction as members of SIR from the luncheon meetings. The luncheon meetings need to be held in good locations with good parking and a good sound system. The food must be good and the speakers interesting and entertaining. The entire luncheon event needs to be uplifting and satisfying. Member recognition during the meeting is very important. The Big Sir must take every opportunity to recognize those members by name that give reports or deserve
recognition for their birthdays or other special reasons. Satisfied members will invite their friends. The Big Sir needs to remind those in attendance at each meeting to invite someone who could be a friend to come as a guest.

Here are some tips to improve your Branch’s monthly luncheons:

- Make sure the menu is appealing to your members. Survey them, ask them what they would like as entrees. Are you getting the same meal repeated more than twice a year? That creates boredom (chicken again). While the price of your luncheon may be very difficult to change oftentimes the menu is not.
- Have a committee work on obtaining guest speakers. Survey your members to find the topics they are interested in. Ask your Area Governor to coordinate a speaker’s list among Area Branches. Make the speakers aware of the audience they will be facing.
- When considering the luncheon, think about when to eat – should it be before or after the speaker and business meeting? Think about the pros and cons, and discuss them with others in your Branch.
- It is critically important that guests be made to feel welcome. Consider a ribbon on their badge to allow members to quickly identify them. Recognize them from the podium. Say a few words about them like where they live, what their occupation was, etc. Consider having the guest(s) meet for a few minutes afterwards so they can be debriefed and get any questions answered. Provide the guest with a membership packet including such materials as a welcome letter from the Big Sir, a copy of the most recent monthly bulletin and, of course, a membership application – making sure it’s the most recent by checking it against the most recent Form 2 in the sirinc.org website under Member’s Information/Key Documents/Forms.
- Consider having your activity chairmen man an information table before the meeting to answer questions and get other members interested in their activities.
- Do you need a head table for your BEC and officers or should they sit with the members? At any rate, they should mingle during the social hour to gather information about what the members are thinking.
- Consider having new members sit at a special table so they can get to know each other. Recognize them through introduction to the membership. Use new members as greeters – this gives them the opportunity to quickly meet other Branch members.
• Recognize Branch members who have made a difference. Provide them a certificate or perhaps a free lunch or a bottle of wine as a token reward for their service.
• A number of our members are veterans. Recognize them particularly at Veterans Day and Memorial Day. Consider building a program around their Armed Forces experiences. The membership application form contains a question regarding military service.

The Big Sir shall prepare an agenda for each luncheon meeting and adhere to it. The following is a sample 1-1/2 hour agenda. **Feel free to adjust to meet your Branch needs.**

**Sample Agenda**
**Luncheon Meeting**
Branch XXX Date

**Big Sir**
Call to Order, Welcome all in attendance
Introduce the Chaplain or other who will give the invocation (Optional)
Pledge of Allegiance
Introduction of those at the head table (Optional)
Introduction of SIR dignitaries if any; invite comments if appropriate
Introduction of guests and visitors
Introduction of Branch photographer who will be taking pictures (Optional)
Introduction of new members and sponsors
  Short biographies of new members (Optional)
Comment on guest and membership goals
Introduction of Activities Chairman or Chairmen who will give brief reports
Humor time, jokes, etc. (Optional)

**Little Sir or delegate**
Read the list of birthday boys (pronounce names correctly)
Award prize winner or winners

**Lunch**

**Little Sir**
Introduce Speaker
Open questions for Speaker after talk
Remind those in attendance to bring a guest to the next meeting
BRANCH ASSESSMENT, GOALS AND ACTION PLANS
Each Branch has different problems that can be best addressed by first identifying areas which can be improved and then establishing goals and action plans to focus on these areas. Form 27 is used to track membership, guest, median branch age, activities and attendance goals each month at the branch BEC meeting. In December or early January the BEC should complete a SIR Branch Assessment and set goals and action plans to improve areas identified as problematic.

THE RAMP TOOLKIT
We have done a lot of the work for you, and it is found in the RAMP Toolkit. The Toolkit is found on sirinc.org. Click on Member's Information/Branch Officer Training Information/RAMP Toolkit 2019 Document. Let's take a walk through it.

Section 1. Growing our Branches
This section deals with the results of our studying 24 growth Branches and contrasting them to our typical Branches. We wanted to find out what the growth Branches were doing differently. We found eleven items that appear to be critical, and they are listed under Actions that Make a Difference. Lastly, there are suggestions regarding what your Branch can do to significantly improve.

Section 2. Self-Assessing our Branches
This section contains the SIR Branch Self-Assessment Form and notes that elaborate on the seven assessment categories. The assessment should be done annually by the BEC. We suggest that each BEC member independently complete the form then the Big Sir asks each for his rating and keeps score. After all BEC inputs have been obtained, the BEC should review the results and discuss potential goals and actions that will improve the rating category for those rating criteria that score poorly.

The next three Sections provide you with potential goals and actions to overcome areas on the Self-Assessment where the Branch is weak. They follow the format displayed below:

- Video Learning Points for the function
- An individual Goal and Action Worksheet for each of the RAMP and Nominating Committee functions that provides the BEC with specific goals and actions they can consider for improvement

The SIR Leader Training Videos
In 2016, the Growth and Membership Committee completed a series of training videos for the RAMP and Nominating Committee functions. SIR leaders must review all of them – it will only take about an hour of your time, and it will familiarize you with all the RAMP and Nominating Commission functions. Each video ends with a set of learning points,

The videos are found at http://sirinc.org/MemInfo/BOTraining Or you can find them by going to sirinc.org and clicking on Member's Information/Branch Officer Training Information/Branch Leaders Training Documents

Section 3. Recruiting and Publicity

Video Learning Points
Goal and Action Worksheet

Section 4. Activities

Video Learning Points
Goal and Action Worksheet

Section 5. Member Relations

Video Learning Points
Goal and Action Worksheet
Sample Orientation Program Outline and Talking Points
Feedback Card for members and guests to place on luncheon tables

Section 6. Selecting our Leaders

Three Steps to Success to Successfully Recruit Leaders and Volunteers
Video Learning Points
Goal and Action Worksheet

Section 7. Setting our Goals

Video Learning Points
Goal Activity and Planning Worksheet

**ACTIVITIES AND EVENTS**

The monthly Branch Luncheon (with good speakers), Ladies Day Luncheons, picnics and BBQs are important activities. They must be in a good location with good food. Additionally, a wide selection of activities of interest to members and their partners are vital for member satisfaction. The interest and excitement of members will be enhanced by continually asking them to identify activities of interest to them and their
partners and then creating at least ten activities in each Branch. Branch Activities Committees are very important in this effort.

Following is a list of some popular activities in which SIR members and partners are participating:

Antique Cars
Astronomy
Backgammon
Barbecuing
Biking
Bocce Ball
Book Groups
Bowling
Bridge, Duplicate
Bridge, Party
Bridge, Couples
Chess
Coins
Computers
Cooking
Cribbage
Dancing, Couples
Dining In, Couples
Dining Out, Couples
Dominoes
Explore and Dine, Couples
Fantasy Baseball
Fantasy Football
Fishing
Gardening
Genealogy
Golf, Eighteen Holes
Golf, Nine Holes
Golf, Couples
Hobby Display
Hiking
Horseshoes
Investments
Men Dine Out
Mexican Train
Model Railroading
Pedro
Photography
Ping Pong
Pinochle
Poker
Pool Billiards
Radio Amateur
Recreational Vehicles
Singing, Barbershop
Singing, Chorus
Softball
Sports events, Couples
Stamp Collecting
Table Pool
Tennis
Theater, Stage & Movies, Couples
Time Shares
Travel, Couples
Walking
Walking, Couples
Woodworking
Wine Tasting, Couples
Writing Life Stories
Veterans
Yoga
All SIR data that can be stored digitally are available on the SIR website sirinc.org, which is administered by the members of the Information Systems Committee (INFOSYS). SIR is a paperless organization, so all data and documents must be obtained from the website. Just go to the sirinc.org web site.

Click on “Member’s Information” and then click on the desired item for immediate access to the data.
MEMBER’S INFORMATION

STATE INFORMATION
A Few Good Men Needed
Leaders Needed
SIR Position Descriptions

Key Documents
SIR FORMS
SIR Leaders Guide 2017
State Roster and Branch Locator
Schedule Of State Operations
SIR State Manual, Checklist and Revisions

SIR Communications
Presidents Video Comments
SIR Happenings Newsletter
State Treasurer Reports
State Annual and Board Meetings
State Executive Committee Actions
Presidents Letters

Region & Area INFORMATION
SIR R/D/AG Leadership Training
RD/A/C Guides, Duties & Tools
AS & RAMP Trainers Training Dates
Branch Leadership Training Dates
Area Improvement
Ideas, Tools & Examples

BRANCH INFORMATION
Membership Information
Membership Statistics
Branch Data Sheets
SIR Branch Membership Charts
Branch Membership Counts 2011-June 2019

SIR Branch Officer Guides
Br. Leaders Guides, Outlines & Tools
Schedule Of Branch Operations

Branch Improvement
Ideas, Tools & Examples
PROJECT 2016
S & M Newsletters

Branch Officer Training Information
RAMP 2016 Document
Branch Leaders Training 2016

Travel Management Information
Qualified Travel Agencies
Qualifed Bus Companies
Travel Guidelines

How To Information
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Merge Branches
Obtain a Nonprofit Mail Permit
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Out Letterhead Stationery
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SIR Promotional Items
SIR Apparel
SIR Banners

Organization Information
SIR Organization Chart
SIR Hierarchy Level Table
Non-profit Documents
SIR Group Exemption Number
Yearly Grants
Primary Use of SIR
Charter Day Presentation
SIR Club For Men
SIR History

Computer User Information
Publish Your Own Branch Website
Branch Website Model
SIR Databases

Archived Member Information
Archived Member Information

SEARCH HERE

10/02/2019 EEB 21
EMAIL

SIRinc communications are by email. If being sent to all Branches, messages are addressed to a specific group like Big Sir or Branch Webmaster. Copies always go to:

1. The Branch Secretary as part of Branch correspondence,
2. The Big Sir so he knows what is going on,
3. State Administrators (Board, Adviser, Governors and State Committee Chairmen) and to anyone else that may be involved.

Most branch BEC communications are by email. Many branch newsletters and other branch documents are posted on branch websites or emailed. We strongly recommend that the Branch only consider Officers who have the skills to compose, send and receive email.

SCHEDULES OF OPERATIONS

For leaders at all levels there is a “Schedule of State Operations” and a “Schedule of Branch Operations.” These are summaries of meeting dates, due dates for document submittals, etc. They are updated annually and are very useful to State and Branch officers. They are available for printing from the sirinc.org web site, “Member’s Information” page “Key Documents” Section (top left of page). Also, see pages later in this booklet for the 2019 Schedules of State and Branch Operations. These schedules are periodically updated, so be sure to visit the SIR website, sirinc.org to ensure you have the current document.

SIR MANUAL (POLICIES AND PROCEDURES)

How to use the Manual

The current Manual is available to every member of SIR by accessing it on the “Member’s Information” page of the sirinc.org web site. To locate information in the Manual use the Table of Contents, the Index, or search for a topic by clicking on the little binocular icon located in the vertical side bar on the left side or hold the “Ctrl” key and press the “f” key (CTRL- F) and then type in the desired topic.

Policies, Procedures and Bylaws

There are separate Articles of Incorporation and Bylaws for SIRinc and for the Branch Corporations included in the SIR Manual. The Bylaws of SIRinc and of the Branch Corporations are akin to the United States Constitution. They can only be changed by a two thirds majority of the members of SIRinc in attendance at the August Annual
Meeting. Policies and Procedures are similar to laws passed by the United State Congress. They are adopted and changed by a majority vote of the SIRinc Board of Directors.

**Updating the Manual**

During the year, shortly after Policies and Procedures are changed, the Manual is revised on the web site under the supervision of the State Policies and Procedures Chairman. Branch Secretaries are notified of the changes by email. On the “SIR Manual” page of the sirinc.org web site, there are links to a complete copy of the Manual, a “Checklist of Revised Pages” and a “Summary of Changes”.

Bylaws are changed by the State Policies and Procedures Chairman shortly after each Annual Meeting.

**FINANCIAL, SIR INC**

The President and members of the SIRinc Board of Directors maintain a high level of fiduciary responsibility by furnishing guidance to all SIR members and officers who handle SIR funds. SIRinc is responsible for liability insurance premium expenses and administrative expenses for services more efficiently handled centrally such as communication, postage, supplies, training, promotion, website, travel, lodging, meals, pins, plaques, certificates and such other SIRinc expenses that may be authorized by the Board of Directors. SIRinc expenses are defrayed through the assessment of Chartered and Provisional Branches on a pro rata membership basis. The 2020 annual assessment is $7.00 per member, payable $1.75 per member quarterly.

Almost all of our income is from Branch Assessments. Where does this go? The two major operating costs are insurance for all Branches (47%) and for meetings, training and mileage (37%). Much of the 16% administration is for maintaining branch incorporation.

**FINANCIAL, BRANCHES**

Big Sirs and members of BECs are to maintain high levels of fiduciary responsibility by furnishing guidance to Branch members who handle SIR funds. The participants in Branch luncheons, activities and events shall be charged enough to pay for all expenses associated with these functions. Income to cover Branch overhead expenses for the SIRinc assessment, newsletters, officer expenses, Branch promotion, etc. shall be derived from assessments of active Branch members. The preferred, and most effective, method for generating income is by requesting lump sum annual
assessments from all members. The amount should be set according to each year’s budget.

Branch Treasurers submit monthly Treasurers’ reports at the BEC meetings. As a guide Branch cash reserves should be budgeted at about $20.00 per member minimum at year end. (100 member branches should budget about $2,000 in cash reserves at year end). At any rate, cash reserves should be adequate to reimburse the luncheon’s food provider without requiring the Treasurer to quickly deposit funds to cover the amount of the bill.

The Form 28, Monthly Cash Report, which includes branch financial data, is to be submitted by Branch Treasurers monthly on or before the tenth of the month to the SIRInc Assistant Treasurer, preferably electronically. It is intended to furnish data for reporting to the IRS and others as well as data for Area Governors and Regional Directors to monitor branch financial health.

**Form 28 Cumulative data is for a calendar year, but the End of December balance must transfer as the Opening Balance for January. It must not be changed.**

**MEMBERSHIP STATISTICS**

**Form 27, Monthly Membership Report, which includes membership and luncheon attendance data, is submitted monthly to Branch Executive Committees, Area Governors, Regional Directors and State.** (sirstateform27@gmail.com).

The data is intended to furnish monthly operating data useful to Branch Executive Committee Members, Area Governors and Regional Directors for monitoring progress towards reaching guest, membership and luncheon attendance goals.

**ROSTERS**

**Roster, SIRInc**

The State Roster Chairman compiles a State Roster annually which is published on the sirinc.org website in October and then updated throughout the year as needed. It includes the names and addresses of SIRInc elected officers, Regional Directors, Past Presidents, Area Governors, Appointees, State Committee members and a listing of the names of Honorary and Senior Honorary Life Members. It also includes a listing of all branches that includes branch number, name, meeting place, date and time of luncheon meetings, number of active members and the names and addresses of the Branch Officers, RAMP Leaders, Nominating Chairman and several other Branch
Leaders. Access is restricted to SIR members and requires use of a User Name and Password which is available from every Branch Big Sir.

**Roster, Areas**

The Area Governor can utilize the “Branches by Region and Area” report on the State Roster web page or he can compile his own Area Roster. A template for an Area Contact Roster can be found on the sirinc.org web site. It is in the Ideas, Tools & Examples web page in the Area Tools section.

**Roster, Branches**

It is critical that Branch members be able to contact each other; therefore, Branch Rosters are a vital publication. At a minimum, the roster should contain the member’s name, that of his spouse/partner, address, telephone number and email address. Many Branches supplement this information with the member’s last employer and even a picture. Rosters should be distributed around the first of the year and may be in printed or electronic form – many Branches provide printed copies for members not electronically inclined. The roster is also sent to the Area Governor and the Regional Director for their handy reference should they need to contact a Branch member.

You don't need to use Branch funds to publish member directories! It is permissible for SIR branches to obtain contributions from local businesses to pay for the printing. Up to three advertisements may be placed on the back cover. Branch Rosters should clearly state that the information is not to be shared outside of SIR, and of course, the information may not be sold.

**Branch Membership Lists**

As with any large corporation, SIR’s top leaders occasionally send email messages to all SIR members regarding issues that everyone should be aware of. The Branch Membership List is the source for these email addresses. In addition, the State Database Chairman refers to these lists on a daily basis to confirm member data like addresses, telephone numbers and name spelling.

For this reason the Branch Secretary is required to ensure that on or before March 1 of each year the Branch Membership List is prepared using Form 65, “Branch Membership List” in accordance with the instructions found on Form 65A, “Branch Membership List instructions,” and that it is emailed to the State Roster Chairman.
We strongly recommend that Branch Membership List be prepared during November and December of the previous year for submittal by March 1 of the following year so all members start the new year off with a current list and that the people preparing the list have had at least a year in office so that the process is not new to them.

Branch Membership Lists are for the private use of State and branch officers and members to use in communicating with branch members. Roster information is not to be given or sold to any entity outside of SIR.

**TRAVEL**

Travel is one of the most popular SIR activities. It also creates significant potential liabilities. The SIRinc Travel Committee is responsible for administration of THE TRAVEL CODE. Over the years SIRinc has adopted rules and procedures that promote travel and limit liability exposure at the same time. These are embodied in the TRAVEL CODE found in Policy 13 and Procedures 13 and 13a of the SIR Manual. The BECs must approve all travel events so BEC members need to be knowledgeable about these Rules. The importance of complying with these rules and procedures to minimize liability insurance expenses can’t be overstated. The SIR liability insurance policy covers travel events inside the USA including its Territories and Possessions, Canada and Puerto Rico with a limit of $1,000,000. Travel outside these geographies contracted by SIR or any of its Branches requires an insurance fee of $27 for each participant to help pay for liability insurance.

**RECOGNITION AND AWARDS**

SIRinc provides Honorary and Senior Honorary Life Membership awards for State and Branch leaders and branch members for extraordinary achievements (See Form 45). The President, or his designee, is to present these awards. Regional Directors, Area Governors should make an effort to attend these presentations.

Senior, Super Senior and Century Certificates are awarded to those who reach the ages of 90, 95 and 100 respectively. The Big Sir of the Branch must submit a Form 6, Senior Certificate Order Form - directly to the State Certificates Chairman for processing. The Certificate will be sent back to the Big Sir for framing. The Big Sir should present these Certificates. The awards shall be presented at a suitable SIR function or regular monthly luncheon. Branches should record branch achievements on their website.
The best motivational device we have is the use of recognition. Consider having a special recognition program within your Branch. A number of Branches have a recognition program for members who do a lot, but are generally unrecognized. One Branch calls it the “Under the Radar Award.” Remember to thank your greeters and others that make the Branch successful like the member who sets up the audio, or hands out the badges, the person who orders Sir apparel, etc. A little recognition can go a long way in motivating the recipient as well as other members.

WORTHY CAUSES

SIR is an organization formed to provide for the social needs of its members. SIR provides its members with social opportunities through participation in SIR activities and events. There are additional exposures to risks, and greater insurance expenses, associated with providing benefits to those who are not SIR members. This is the reason for Policy 8 prohibiting support of worthy causes and affiliations outside of SIR.

Service clubs, such as Lions Clubs, Meals on Wheels, Blood Banks and other non-profit public benefit organizations exist to serve others with special needs who are not members of their organizations; and they do a fine job, a needed job. The purposes of these organizations are to support civic and other charitable causes. SIR does not support any causes. No event may act as a fund raiser for any other event or activity.

INSURANCE

The SIRinc Insurance Program provides protection for SIR members, partners, widows and guests at officially designated SIR functions. The SIRinc Insurance Committee administers the insurance program. The annual premium is based partially upon the total number of SIR members. It is the single highest expense of SIRinc. The following provides a synopsis of the SIRinc Insurance Program:

Liquor Liability and Serving Alcoholic Beverages

If a branch serves its own liquor (as differentiated from a restaurant where members buy individual drinks) the branch is required to obtain a liquor license from the State ABC. The policy is effective if the license has been obtained and the function is an authorized function.

At any Branch function where SIR is providing alcoholic beverages, the Alcoholic beverages must be served by certified SIR member bartenders OR the participants must serve themselves…no exceptions.
Any SIR member selling and serving alcohol must be trained and certified through Bartenders training course via the internet. Any branch that generates income from selling alcohol must report annual income to the insurance chairman. This is a mandate from our insurance company.

**Hiring of Caterers Policy**

Some Branches hire caterers directly to provide food service to Branch luncheons, BBQs, picnics, etc. This can raise insurance liability issues. If you Branch does not use an Independent caterer, complete Form 63. If you use an independent caterer for any reason, ask them to sign Form 64 for your Branch. In addition, the caterer will need to obtain a “Certificate of Liability Insurance” from its insurance agent or broker naming THE SIR ENTITIES as printed on the Form 64, as additional insureds. Take and/or keep a copy for yourself, and send or email a copy to the SIR State Insurance Chairman.

**Business Package Policy**

**General Liability:** Insures SIR, its branches and members, against claims which may have been caused by members at an “authorized function” resulting in injuries to person(s) or property. The protection is up to $1,000,000 for any one claim and $2,000,000 for all claims in one policy year, which is May 1 through April 30. Note: An “authorized function” is a function that has been approved by the Branch Executive Committee for branches and the State Board for state functions. It includes picnics, travel, golf, bowling, etc. **Approval for every activity must be renewed each year by the BEC.**

**Vehicle:** When a member uses his own vehicle for an approved SIR function SIR may also be liable for an accident claim. Under California law all vehicles owners are required to have liability insurance, but SIR may be responsible for all claims in excess of the member's insurance limit.

**Liquor Liability:** Covered above

**Fire Damage Legal Liability:** If a facility is damaged by fire during an authorized function SIR is insured up to a maximum of $300,000. There is excess coverage up to $1 million.

**Voluntary Medical Payment:** There may be instances when SIR may not be legally responsible for an injury to a person. The insurance carrier may elect to make a voluntary payment up to $5,000.
**Property and Valuable Records:** Replacement of damaged property belonging to the Corporation is insured up to $26,000 and valuable records up to $10,000.

**Fidelity Bond:** All officers, directors and members of SIR are bonded up to $100,000 for dishonest acts.

**Money and Securities:** A loss due to burglary or robbery is covered up to $25,000 on our premises or banking facility (with a $1,000 deductible) and $5,000 in custody of a “messenger” (i.e. A branch treasurer taking luncheon payment to the bank).

**Excess Liability**
It extends our basic liability policy coverage up to $6,000,000 on any one claim and $7,000,000 for all claims in one policy year.

**Directors and Officers Liability Coverage**
Directors and Officers of the SIRinc Board of Directors and all Directors and Officers of the Branch Board of Directors are covered for up to $2,000,000 for unintentional negligent act errors or omission in the performance of their duties.

**Certificates of Insurance**
SIRinc provides certificates of liability insurance coverage that may be required by the owners or operators of facilities where SIR meetings, activities or events are held. These certificates are available on the sirinc.org web site in the Forms Section. Form 8, “Insurance Certificate Request” is to be filled out and forwarded to the SIRinc insurance broker listed on Form 8 in accordance with Form 8 instructions.
# What State Does for Branches

## General Assistance

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<td>&gt; Area Governor</td>
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<td>&gt; Branch Officers</td>
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<td>&gt; RAMP &amp; NomCom Committees</td>
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## Insurance

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<td>&gt; Unintentional negligent act</td>
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<tr>
<td>&gt; Fire Damage</td>
<td>&gt; Errors or omissions</td>
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<td>&gt; Voluntary Medical Payment</td>
<td>CERTIFICATES OF INSURANCE</td>
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<td>&gt; Property &amp; Valuable Records</td>
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<tr>
<td>&gt; Fidelity Bond</td>
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<tr>
<td>&gt; Money &amp; Securities</td>
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## Tax and State Filings

| Tax filing for California and Federal 501-c4 for each Branch |
| Biennial State Corporation Update Information |
State Expectations of SIR Branches

Each SIR Branch is a separate California Corporation operating under the umbrella of SIR, Inc. - which is also a separate California Corporation. Even thought Branches are separate corporations, actions contrary to SIR Bylaws, Policies and Procedures and commonly accepted principles of management can potentially legally damage not only their single Branch, but other SIR Branches and Sir, Inc. as well. Thus, the State organization has established a set of Branch expectations to negate the possibility of a Branch taking inappropriate actions that could endanger all others. These expectations are the following:

- Accurate and timely – Form 20, Form 27, Form 28, Forms 63 or 64
- Provide Branch monthly bulletins and Board minutes to the Area Governor and Regional Director
- Emphasize and follow the Branch Schedule of Operations
- Fill Branch officer, NomCom and RAMP positions
- Assist in nominating Area Governors
- Work to follow SIR Policies and Procedures
- Attend State meetings including State Training, the Annual Meeting and Town Hall
- Cooperate with the State and other Branches
- Work to increase membership, activities and member satisfaction
## Annual SIR Schedule of STATE Operations

**Revision 09/25/2019**

<table>
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<th>MEETINGS</th>
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<th>STATE TREASURER</th>
<th>REGIONAL DIRECTOR</th>
<th>AREA GOVERNOR</th>
<th>OTHER ITEMS</th>
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</thead>
<tbody>
<tr>
<td><strong>ROUTINE</strong></td>
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<td></td>
<td>Asst State Treasurer receive Branch Form 28 Cash Reports by the 10th of every month for the previous month.</td>
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<td></td>
<td>Receive Forms 27 &amp; 28 by the end of the month.</td>
<td></td>
<td>ALL submit final year-end Form 15 Expense Voucher to the out-going Vice President by 1/15.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Receive Forms 27 &amp; 28 by the end of the month.</td>
<td></td>
<td>Receive Form 27 by the 10th of the month for the previous month via <a href="mailto:SirStateForm27@Gmail.com">SirStateForm27@Gmail.com</a></td>
</tr>
</tbody>
</table>

### JANUARY
- **Attend State Board Meeting**
  - The President submits the annual budget and Branch assessment amount to the Board at the January Board Meeting.
  - Send notice of Board meeting at least 10 days prior to meeting
  - Post minutes of the Board meeting to Website within 20 days
  - Issue quarterly Branch pro rata assessments by 1/1.
  - Send financial report to State Board Members monthly.
  - Brief AGs on Board Meeting
  - Brief BS/LS on Board Meeting

### FEBRUARY
- **Receive Branch Membership Rosters by end of February**
- **Receive Branch Annual Audit Reports by 2/20.**
- **Receive Branch Annual Audit Reports by 2/10.**

### MARCH
- **Attend State Board Meeting**
  - Send notice of Board meeting at least 10 days prior to April Meeting
  - File Form RF-1 Charitable Trust Renewal with Calif. Attorney General by 4/15.
  - Brief AGs on Board Meeting
  - Brief BS/LS on Board Meeting
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>APRIL</td>
<td>Post minutes of the Board meeting to Website within 20 days</td>
<td>Issue quarterly Branch pro rata assessments by 4/1. File IRS Electronic Exempt Post Card for each Branch.</td>
<td>Brief AGs on Board Meeting</td>
<td>State Nominating Committee receives Form 43 Applications for Elected State Office prior to 4/15. ALL-Submit prior qtr. Expense Form 15 by 4/15.</td>
<td></td>
</tr>
<tr>
<td>MAY</td>
<td>Send notice of Board meeting at least 10 days prior to June Meeting.</td>
<td>Brief BS/LS on Board Meeting</td>
<td>State Committee Nominations to President by 6/1</td>
<td></td>
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</tr>
<tr>
<td>June</td>
<td>Post minutes of the Board mtg. to Website within 20 days</td>
<td></td>
<td>Rules Comm submit changes 45 days prior to annual meeting.</td>
<td></td>
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</tr>
<tr>
<td>JUNE</td>
<td>Send notice of Annual Meeting at least 30 days prior to meeting</td>
<td>Issue quarterly Branch pro rata assessments by 7/1</td>
<td>ALL-Submit prior qtr. Expense Form 15 by 7/15.</td>
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</tr>
<tr>
<td>JULY</td>
<td>Post minutes of the Annual meeting to Website within 20 days after the meeting. Receive F44A’s from AG’s &amp; RDs – Send to State Database Chair.</td>
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</tr>
<tr>
<td>AUGUST</td>
<td>Submit updated Subordinate Corporation listing to the IRS.</td>
<td>Conduct election of next year Regional Director with Area Governors &amp; have the RD-Elect submit Form 44A to State Secretary. Brief AGs not attending Annual Meeting</td>
<td>Conduct election of next year Area Governor with Big Sirs &amp; Little Sirs &amp; have the AG-Elect submit Form 44A to State Secretary. Brief BS/LS not attending Annual Meeting</td>
<td>State Roster Chairman receives next year’s Form 20’s Branch Personnel by 8/31 even if all Branch positions have not been filled.</td>
<td></td>
</tr>
<tr>
<td>SEPTEMBER</td>
<td>Report results of Regional Director &amp; Area Governor elections to State Database Chair.</td>
<td>Next year’s Regional Directors attend Leader Training Seminar.</td>
<td>Next year’s Area Governors attend Leader Training Seminar.</td>
<td>President-elect advise Database Chair of next year’s Appointees.</td>
<td></td>
</tr>
<tr>
<td>OCTOBER</td>
<td>Send notice of Board meeting at least 10 days prior to mtg.</td>
<td>Issue quarterly Branch Pro Rata assessments by 10/1</td>
<td>Brief AGs on Board Meeting</td>
<td>State Roster Chairman produces next year’s State Roster, associated reports &amp; post to Website. ALL-Submit prior qtr. Expense Form 15 by 10/15.</td>
<td></td>
</tr>
<tr>
<td>MEETINGS</td>
<td>STATE SECRETARY</td>
<td>STATE TREASURER</td>
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</tr>
<tr>
<td>NOVEMBER</td>
<td>President installs next year’s State Board members.</td>
<td>Post minutes of Board meeting to Website within 20 days after mtg.</td>
<td></td>
<td></td>
<td>On or before December 15th the Budget Oversight Committee (BOC) shall submit to the President Elect an annual budget.</td>
</tr>
<tr>
<td>DECEMBER</td>
<td>Send notice of January Board meeting at least 10 days prior to meeting</td>
<td></td>
<td></td>
<td></td>
<td>Rules Comm submit changes 45 days prior to annual meeting. ALL-Submit prior qtr. Expense Form 15 by 1/15.</td>
</tr>
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**Annual SIR Schedule of BRANCH Operations**  
*Revision 09/25/2019*

<table>
<thead>
<tr>
<th>When</th>
<th>BIG SIR</th>
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<td><strong>Previous</strong></td>
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<td>September</td>
<td>Big Sir Elect begins selecting Nominating, Audit Committee and all Branch Committee Chairmen including; administrative and RAMP Committees and members</td>
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<td><strong>Previous</strong></td>
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<td>December</td>
<td>Big Sir Elect confirms Nominating, Audit Committee and all Branch Committee Chairmen including; administrative and RAMP Committees and members prior to January 1st</td>
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<td>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.</td>
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<td>Check calendar for future holidays that may necessitate changing regular luncheon meeting day.</td>
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<td>Big Sir may call special meetings of Officers or members with at least 5 days written notice.</td>
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<td>Identify guest Speakers for the new Year. May establish a Committee to assist.</td>
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<td>Review SIR Schedule of Branch Operations monthly to ensure compliance and report any noncompliance to BEC</td>
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<td>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.</td>
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<td>Notify State Roster Chairman of any changes to Form 20 Branch Personnel.</td>
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<td>ESSENTIAL</td>
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<td>Send notice of Branch Records transfer to Area Governor by 1/3/</td>
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<td>Report to BEC monthly on correspondence received and upcoming submittals due</td>
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<td>Send Form 28 - Monthly Cash Report to Asst. State Treasurer by the end of each month <strong>CRITICAL</strong></td>
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<td>Bulletin Editor - Ensure Branch bulletin is sent to all Branch members, Big Sirs of Area Branches, Area Governor &amp; Regional Director.</td>
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<td>Bulletin Editor - Send articles and photos from the Branch bulletins as separate items or the entire bulletin as a text document to Sir Happenings (<a href="mailto:JLSABO3@comcast.net">JLSABO3@comcast.net</a>).</td>
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<td>Membership Chrmn ensures that Form 27 - Membership Status is submitted by the end of each month <strong>CRITICAL</strong></td>
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<td>January</td>
<td>Confirm Nominating and Audit Committee Chairman appointments have been made.</td>
<td>Verify SIR State assessment was paid by 1/15 <strong>CRITICAL</strong></td>
<td>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.</td>
<td>Pay SIR State assessment by 1/15, basis is November active members. <strong>CRITICAL</strong></td>
<td>Branch Officers transfer all records to the incoming Officers by January BEC meeting.</td>
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<td>Complete installation of Officers and Directors not previously installed.</td>
<td>Review SIR Schedule of Branch Operations monthly to ensure compliance and report any noncompliance to BEC</td>
<td>Report to BEC monthly on correspondence received and upcoming submittals due</td>
<td>Send Form 28 - Monthly Cash Report to Asst. State Treasurer by the end of each month <strong>CRITICAL</strong></td>
<td>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 <strong>ESSENTIAL</strong></td>
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<td>Communicate Goals and Action Plans for coming year to membership. Include in BEC minutes, Newsletter, and website</td>
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<td>Secure approval of the year's Branch activities and record in BEC minutes. <strong>ESSENTIAL</strong></td>
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<td>Membership Chairm ensures that Form 27 - Membership Status is submitted by the end of the month <strong>CRITICAL</strong></td>
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<td>Secure approval of the year's Branch activities and record in BEC minutes. <strong>ESSENTIAL</strong></td>
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<td>Feb</td>
<td>File Caterer Insurance Form 63 or 64 (as applicable) with the Insurance Committee. <strong>Note: Submittal of the applicable form is 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</strong> <strong>CRITICAL</strong></td>
<td>Verify that Branch Audit Report - Form 29 along with the Dec Form 28 has been sent to Area Governor by 2/10. <strong>CRITICAL</strong></td>
<td>Provide a copy (by any media) of Branch Membership Roster to Area Governor &amp; Regional Director. <strong>ESSENTIAL</strong></td>
<td>Send Branch Audit Report - Form 29 Along with the December Form 28 to Area Governor by 2/10. <strong>CRITICAL</strong></td>
<td>Membership Chairm ensures that Form 27 - Membership Status is submitted by the end of the month <strong>CRITICAL</strong></td>
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<td>Review SIR Schedule of Branch Operations monthly to ensure compliance and report any noncompliance to BEC</td>
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<td>File Branch Membership List with State Database Chairman using Form 65. <strong>ESSENTIAL</strong></td>
<td>Send Form 28 - Monthly Cash Report to Asst. State Treasurer by the end of each month <strong>CRITICAL</strong></td>
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<td>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.</td>
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<td>Report to BEC monthly on correspondence received and upcoming submittals due</td>
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<td>March</td>
<td>Solicit proposed amendments to SIR Branch Bylaws and submit to Area Governor <strong>IMPORTANT</strong></td>
<td>Review SIR Schedule of Branch Operations monthly to ensure compliance and report any noncompliance to BEC</td>
<td>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.</td>
<td>Send Form 28 - Monthly Cash Report to Asst. State Treasurer by the end of each month <strong>CRITICAL</strong></td>
<td>Nominating Committee makes a progress report to BEC. (See May)</td>
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<td>Report to BEC monthly on correspondence received and upcoming submittals due</td>
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<td>Membership Chairm ensures that Form 27 - Membership Status is submitted by the end of the month</td>
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<td><strong>April</strong></td>
<td>Review SIR Schedule of Branch Operations monthly to ensure compliance and report any noncompliance to BEC</td>
<td>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. Report to BEC monthly on correspondence received and upcoming submittals due</td>
<td>Pay SIR State assessment by 4/15, basis is February active members</td>
<td>Send Form 28 - Monthly Cash Report to Asst. State Treasurer by the end of each month</td>
<td>Nominating Committee makes a progress report to BEC. (See May)</td>
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<td><strong>May</strong></td>
<td>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 noncompliance to BEC</td>
<td>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. Report to BEC monthly on correspondence received and upcoming submittals due</td>
<td>Send Form 28 - Monthly Cash Report to Asst. State Treasurer by the end of each month</td>
<td>Nominating Committee submits proposed slate of Branch Officers to Big Sir &amp; BEC Membership Chrmn ensures that Form 27 - Membership Status is submitted by the end of the month</td>
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<td><strong>June</strong></td>
<td>Review SIR Schedule of Branch Operations monthly to ensure compliance and report any non compliance to BEC</td>
<td>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. Report to BEC monthly on correspondence received and upcoming submittals due</td>
<td>Send Form 28 - Monthly Cash Report to Asst. State Treasurer by the end of each month</td>
<td>Membership Chrmn ensures that Form 27 - Membership Status is submitted by the end of the month</td>
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<td><strong>July</strong></td>
<td>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</td>
<td>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 &amp; 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</td>
<td>Pay SIR State assessment by 7/15, basis is May active members.</td>
<td>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</td>
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<td>August</td>
<td>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.</td>
<td>Review SIR Schedule of Branch Operations monthly to ensure compliance and report any noncompliance to BEC</td>
<td>Send Form 20 - Branch Personnel for next year to State Roster Chairman prior to August 31 even if no elections were held <strong>ESSENTIAL</strong></td>
<td>Send Form 28 - Monthly Cash Report to Asst. State Treasurer by the end of each month <strong>CRITICAL</strong></td>
<td>Big Sir &amp; 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 <strong>CRITICAL</strong></td>
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<td>September</td>
<td>Big Sir to ensure that Big Sir &amp; Little Sir Elect and Secretary &amp; Treasurer Elects or alternates attend annual Leadership Training in September or October. Invite BEC-Elects to BEC meetings</td>
<td>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 noncompliance to BEC</td>
<td>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. Report to BEC monthly on correspondence received and upcoming submittals due</td>
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<td>Membership Chrmn ensures that Form 27 - Membership Status is submitted by the end of the month <strong>CRITICAL</strong></td>
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<td>October</td>
<td>Big Sir to ensure that Big Sir &amp; Little Sir Elect and Secretary &amp; Treasurer Elects or alternates attend annual Leadership Training in September or October.</td>
<td>Review SIR Schedule of Branch Operations monthly to ensure compliance and report any noncompliance to BEC</td>
<td>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. Report to BEC monthly on correspondence received and upcoming submittals due Order Past Big Sir pin - Form 23. (Optional)</td>
<td>Pay SIR State Assessment by 10/15, basis is August active members. <strong>CRITICAL</strong></td>
<td>Membership Chrmn ensures that Form 27 - Membership Status is submitted by the end of the month <strong>CRITICAL</strong></td>
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<td>November</td>
<td>Install next year’s Officers in November or December</td>
<td>Review SIR Schedule of Branch Operations monthly to ensure compliance and report any non compliance to BEC</td>
<td>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. Report to BEC monthly on</td>
<td>Send Form 28 - Monthly Cash Report to Asst. State Treasurer by the end of each month <strong>CRITICAL</strong></td>
<td>Membership Chrmn ensures that Form 27 - Membership Status is submitted by the end of the month <strong>CRITICAL</strong></td>
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<td>December</td>
<td>Install next year's Officers if not installed in November.</td>
<td>Assist Big Sir Elect with Goals and Action Plans for next year</td>
<td>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.</td>
<td>Send Form 28 - Monthly Cash Report to Asst. State Treasurer by the end of each month</td>
<td>Big SIR-Elect confirms Nominating and Audit Committee appts &amp; completes appt of admin Committee Chairmen and members prior to 1/1.</td>
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<td>Big Sir to schedule a meeting with the New BEC to Develop Goals &amp; Action Plans and assign responsibilities for the next year.</td>
<td>Review SIR Schedule of Branch Operations monthly to ensure compliance and report any non compliance to BEC</td>
<td>Report to BEC monthly on correspondence received and upcoming submittals due</td>
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<td>Membership Chrmn ensures that Form 27 - Membership Status is submitted by the end of the month</td>
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