



State SIR Leadership Summit

Tuesday, January 12, 2021

A Virtual Meeting

SIR Leaders Guide

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Purpose of the SIR Leaders Guide

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

To Know SIR is to Know its Mission

- **To enhance the lives of our members through fun activities and events – making friends for life.**

And its Vision

- **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**

To Know SIR is to Know its Organization

- **The 1st page of the Leaders Guide gives an overview of all State and Branch positions -**
 - **28 State levels consisting of 109 individual positions**
 - **9 Branch levels consisting of up to 15+ positions depending upon number of Chairmen**

All Volunteer!

To Know SIR is to Know its Member Expectations

- **Be a friendly, social 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**

SIR Leaders Guide – Subjects

- **Brief History of SIR (born July 23, 1958)**
- **Organizational Structure:**

A State parent Corporation governed by a Board of Directors (typically 16 members)

Branch Corporations governed by a Branch Executive Committee (typically 9 to 15 members)

(Branches may have 2 to 6 Directors but more if appropriate)

- **Leadership of SIR - the 'State' Corporation**

All members of the State Board except the Regional Directors are elected by the members of SIR at the Annual Meeting.

Regional Directors are elected by the Area Governors within their region.

Area Governors are elected by the Big & Little Sirs of the Branches within their region.

- **Leadership of SIR – the 'Branch' Corporation**

All members of the Branch Executive Committee are elected by the membership of each branch.

- **Leadership - State & Branch**

Leaders are expected to exhibit Enthusiasm, Open Mindedness and knowledge of SIR

Leaders should recognize the contributions of others, be skilled on consensus problem solving, be able to make decisions and influence others in a positive manner

There is a SIR Leaders Self Assessment Worksheet that I am working on making available to all State and Branch Officers for their use – see next Slide 8.1

SIR Leader Self-Assessment

Leader Name: _____ Date _____

What are your leadership expectations strengths and opportunities?

Rating Level	Definition
1. Outstanding	Display of leader expectations at this level is exactly what SIR needs
2. Acceptable	Display of leader expectations is OK, but with focus can improve
3. Improvement Needed	Display of leader expectations needs improvement

Category and Definition	1. Outstanding	2. Acceptable	3. Improvement Needed
	Result	Result	Result
Enthusiasm: Shows excitement and active interest	Eager, his enthusiasm is contagious. Seeks opportunities to show excitement, an optimist.	May show excitement over new ways of doing things. Solid supporter of RAMP elements and toolkit	Usually unenthusiastic, subdued, a pessimist. Grudgingly accepts RAMP
Open Mindedness: Willing to try new things and be open to ideas	Gets excited over new ideas/improvements. Seeks continuous improvement. Develops and implements new ways of doing things. Fosters, embraces and welcomes change	Can usually be counted on to implement improvement tools. Generally responsive and interested in new ideas and ways of doing things. Sets personal and organization stretch goals.	Grudging acceptance of new ways of doing things. Set in his ways. Resistant to change. Does not set stretch goals
Recognition: Identifies, promotes and acknowledges excellent performance	Goes out of his way to recognize others. Adopts special recognition programs. Encourages and rewards top notch performance.	Recognizes others for good work. Coaches and mentors others. Shows gratitude for a job well done.	Has no special recognition programs other than those sponsored by SIR. Rarely acknowledges performance of others. Infrequently coaches.
Influence Others: Brings others to his point of view	Anticipates the effects of his words/actions on others. Builds "behind the scenes" support	Appeals to reason, facts. Uses persuasion. Is diplomatic.	Slow to take action. Tends to let things just happen. Goes with the flow
Consensus Problem Solving and Decision Making: Involves others in solving problems and decisions	Always involves others. Goes out of his way to include involved parties. Solutions are always well thought out.	Usually builds support to solve problems. Occasionally may not include all parties. Solutions usually work.	Tends to establish solutions to problems without help of others. Presents solutions without building support
Knowledge of SIR: Understands SIR rules, the leader's guide and RAMP Has computer skills	Understands all common SIR rules and follows the Leader's Guide and Schedule of Ops. Supports RAMP Has Excellent computer skills	Understands basic SIR rules and the Leader's Guide. Uses research before seeking help. Applies Understands RAMP Has necessary computer skills for job	Asks for help before doing any personal research. Has not reviewed SIR rules and Leader's Guide. Unclear about SIR rules. Poor computer skills

Slide 8.1

- **Leadership Development - State & Branch**

Qualified State & Branch Officers and other key positions are essential for maintaining health and vitality within SIR

It is important to identify members who embrace the SIR Mission and Vision and embody leader attributes

It is essential that current leaders assist these members with opportunities to develop their skills further

The members names should be placed on a Future Leaders List maintained by the Nomination Committee Chairman (State and Branch levels)

Branch Executive Committee Meetings

- **The future success or failure of a branch will be the result of the current decisions of the BEC**
- **The BEC has total responsibility to establish Branch goals, policies and programs to ensure long term branch survival.**
- **Underlying all these aspects is the need to maintain branch health.**
- **Review Form 27 'Monthly Branch Membership Report' at each BEC meeting to determine progress towards goals**

Agendas – BEC Meetings

Of paramount importance to a successful BEC meeting is having a well prepared agenda listing what will be covered and by whom (not all inclusive):

Quorum established and previous minutes approved

Treasurer report

Big & Little Sir reports

Monthly Membership report (Form 27)

RAMP reports

Committee reports

Old/New Business

The Big Sir shall prepare the agenda and distribute it prior to each meeting and ask for additional items to be added.

Agendas – Luncheons

Also of paramount importance to a successful luncheon meeting is having a well prepared agenda that will provide an event that is uplifting and satisfying (not all inclusive):

**Meaningful welcoming remarks
Introduction of guests & visitors
Good food at an affordable price
Interesting & exciting speakers
Member recognition
Contributions
Birthdays
Activity chairman availability**

The Big Sir shall prepare the agenda and distribute it prior to each luncheon and ask for additional items to be added.

Activities and Special Events

Branches that host special events such as Ladies Day and Christmas luncheons, family picnics and other events wherein member spouses/significant others are invited enjoy a high level of member satisfaction.

In fact, the word of these special events circulating within the community provides assistance in raising the interest of SIR with others.

Having a list of popular activities such as RV'ing, in which SIR members and spouses/significant others may participate, in also raises the interest with others.

The Big Sir shall prepare the agenda and distribute it prior to each luncheon and ask for additional items to be added.

Business Insurance 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:**

\$1,000,000 any one claim, \$2,000,000 in one year.

This is why every activity must be approved prior to the 'event' each year by the BEC

- **Directors and Officers of the SIRinc Board of Directors and all Officers and Directors of the Branch BEC:**
\$2,000,000 for unintentional negligent act errors or omission in the performance of their duties.
- **Other insurance coverage such as vehicle, liquor, fidelity bond, money and securities as described on pages 28 to 29.**

State Expectations of SIR Branches

- **Accurate and timely – Forms 20, 27, 28 and 63 or 64**

Monthly bulletins and minutes provided to AG & RD

- **Following the Branch Schedule of Operations**
- **Following of SIR Policies and Procedures**
- **Assist in nominating Area Governors**
- **Fill Branch BEC, NonCom & RAMP positions**
- **Work to maintain the longevity of the branch and its members**

Questions / Comments

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