

BEC Member Position Description

Position Purpose:

The purpose is to note general responsibilities of all Branch Officers as members of the Branch Executive Committee (BEC).

Primary Responsibilities:

- Serve as a member of the BEC, with equal voting rights and equal responsibility for actions collectively taken by its members.
- Ensure that Branch Regulations, actions, activities and affairs are in accordance with State Bylaws, Policies, Procedures and Branch Regulations.
- Ensure that expenses for continuing Branch activities in which all members do not participate, such as bowling, golf, bridge, and the like, are borne totally by those participating, and that special activities, including in lieu luncheons, dinners or picnics, shall not be intended to be profit-making.
- Ensure all activities on behalf of the Branch and not in conflict with State Bylaws, Policies, required Procedure and Branch Regulations are approved by the BEC by an affirmative vote of its majority at a regular or special meeting, and that approval is properly recorded in the minutes of the meeting.
- Ensure Branch Regulations are adopted at a regular meeting of the Branch Executive Committee and the text thereof shall be set forth in the minutes.
- Ensure that the management of any Branch activity may be delegated to any eligible active member or members or committee, provided that such activities shall be exercised under the ultimate direction of the BEC.
- Ensure that the Nominating Committee is in place by the year's start and that its members understand their responsibilities found in Policies & Procedures.
- Ensure an annual plan is created for the Branch and that progress toward objectives are discussed at each BEC meeting.
- Respond to Area, Region and State requests in a cogent and timely manner.
- Build effective relationships with Branch members and leaders at the Area, Region and State levels.

SIR Leader Expectations, Skills and Knowledge Required:

- Understand and apply SIR Bylaws, Policies, Procedures, Branch-oriented Position Descriptions and Branch Regulations.
- Understand and apply commonly accepted management principals.
- Understand and apply the SIR Leadership Expectations.

(Updated 2/1/2021 (for) P&P Committee)