

## **BRANCH BIG SIR POSITION DESCRIPTION (Revised 9/11/23)**

### **Position Purpose**

The Big Sir is the chief executive officer of the branch, a corporation under the laws of the State of California.

### **Primary Responsibilities**

- Serve as a Branch Officer and leader of the Branch Executive Committee.
- Responsible for implementing annual SIR Schedule of Branch Operations
- Lead all the affairs of the Branch, subject to SIR bylaws, policies, required procedures, Branch regulations and the control of the Branch Executive Committee.
- Ensure the BEC annually sets reasonable membership and other goals that address issues of importance to branch improvement and long-term branch survival.
- Embrace RAMP (Recruiting, Activities, Member Relations, and Publicity/Image), placing emphasis on establishing leaders for each function.
- Preside at all meetings of the Branch and its Executive Committee. Little Sir shall preside in the absence of the Big Sir.
- Appoint chairmen of Branch administrative and activity committees to serve during his term.
- Attend the State Annual Meeting and vote as required. Should he and the Little Sir not be able to attend, ensure the BEC appoints an elected officer to represent the Branch.
- Ensure the Branch is represented at all State Trainings.
- Act as an ex officio member of all committees.
- Execute any document or other instrument authorized by the State Board
- Ensure that the Monthly Branch Membership Status Report is submitted by the end of the month.
- Ensure that Branch officers and committee chairmen receive necessary training for their positions.
- May call special meetings of officers and members at his discretion with five days notice.
- Respond to State SIR emails in a timely manner
- Act as mentor to the Little Sir.

### **SIR Leader Expectations, Skills and Knowledge Required:**

- Understand the Bylaws, Policies & Procedures, and SIR Leaders Guide applicable to branch operations
- Understand the SIR Leader Expectations.
- Utilize goal setting, action planning and follow-up principles effectively
- Lead branch meetings effectively
- Build close relationships with key branch leaders and volunteers
- Apply effective leader and volunteer recruiting principles
- Has the ability to review branch reports to assess how branch is performing

- Has a working knowledge of word processing, spreadsheet, presentation and email software
- Understand the SIR organization and whom to contact for specific information and advice
- Has knowledge of the contents of the SIRINC.ORG website with particular emphasis on the Branch Information Section.

(Updated 9/11/23 Dir. State Documents)

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