

## **BRANCH LITTLE SIR POSITION DESCRIPTION (REVISED)**

### **POSITION PURPOSE**

The primary purpose of the Little Sir position is to prepare to become the Big Sir. The Little Sir is a Branch Officer and a member of the Branch Executive Committee.

### **PRIMARY RESPONSIBILITIES**

- Perform In the absence or inability of the Big Sir, or at his request all the duties of the Big Sir.
- May be a member of any committee except the Nominating and Travel Committees.
- Have such other powers and perform such other duties as may be prescribed by the Big Sir or the Branch Executive Committee.
- Represent his Branch at the yearly SIR Training Session as The Big Sir Elect..
- Prepare for the opportunity to lead all of the affairs of the Branch, subject to SIR bylaws, Policies, Procedures, Branch regulations; and to lead the Branch Executive Committee.
- Appoint chairmen of Branch administrative and activity committees to serve during his term, including an Auditing Committee and Nominating Committee prior to the end of his Little Sir term.
- Understand the responsibilities of all committees.
- Vote in the election of the Area Representative as a member of the Area's Election Committee.
- Perform other tasks and duties as assigned by the Big 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
- Understand and support the principles of
- Build close relationships with key branch leaders and volunteers
- Apply effective leader and volunteer recruiting principles
- Working knowledge of common word processing, spreadsheet, power point 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)

