

Membership Chairman Position Description

Position Purpose:

The Branch Membership Chairman is responsible for all Branch membership records, and processing of membership applications.

Principal Responsibilities:

- Receive Form 2, Application for Membership from new potential members and Sirs requesting transfer. Verify it is properly completed and enters and signed and brought to the next BEC meeting for approval.
- Interview applicants, if necessary.
- Process any member objection(s) to an applicant and inform the BEC prior to approval.
- Prepare New Member Packets and Name Badges.
- Ensure new members are informed they have received BEC approval.
- Ensure new member orientation is provided.
- Ensure new members are introduced to the general membership.
- Notify former Sir Branch when a transferred Sir is accepted by the new Branch
- Ensure membership applications for members, Form 2, are kept.
- Destroy records of terminated members six months after the individual ceases to be a member.
- Ensure a Branch roster is produced. The roster is to contain at least the member's name, spouse's name, telephone number, **mailing address**, and email address. It shall be furnished to the Chairman-State Roster Subcommittee by March 1 of each year by either (1) a printed hard copy via US Mail, or (2) an Excel, Word or pdf electronic copy that can be printed without any further manipulation (pamphlet style printing not acceptable)
- A copy of this roster shall also be distributed to the Branch's Area Governor and Regional Director.
- Maintain database of all members and report membership details to the BEC
- Prepare or ensure it is prepared, and forward Form 27 per the Form's instructions
- Attend membership related meetings arranged by Regional Director and/or Area Governor.

SIR Leader Expectation, Skills and Knowledge Required:

- Demonstrated organizational and people skills.
- Able to use email, Word Processing, spreadsheets and/or databases.
- Works to demonstrate the SIR Leader Valued Behaviors.