

## Branch Secretary Position Description

### Position Purpose:

The Branch Secretary, is responsible for recording and publishing the Minutes of BEC meetings and is the official record keeper of Non-Financial Branch records

### Primary Responsibilities:

- Serve as an Officer of the Branch and a member of the Branch Executive Committee.
- Prepare and keep, or cause to be kept, in a separate file, the minutes of all Branch Executive Committee (BEC) meetings, whether regular or special.
  - The minutes of all such meetings shall contain the names of SIR members present, the presence of a quorum and the proceedings.
  - SIR Form 53 – Request for Approval of Branch Travel Event, shall be filed as an Addendum to the Branch minutes for all travel activities and events approved by the BEC.
  - The minutes of special meetings shall also contain how the meeting was authorized and noticed.
  - The minutes shall be prepared within 10 days of the above meetings and the Secretary shall promptly mail a copy to the Area Representative if his Branch has one.
  - The minutes do not need to be approved by the BEC prior to forwarding. If in any given month no BEC meeting was held, the secretary, in lieu of minutes, shall send a note by the end of that month to his Area Representative if the Branch has one stating that no BEC meeting was held by his Branch for that month and the reason why.
  - Ensure that an electronic version of the Branch Membership List using and complying to the requirements of Form 65 is submitted to the State by the end of February of each year for its use in communicating with all SIR members. Note an exclusion is allowed if a member does not want his eMail address included.
- Ensure that your Branch roster is produced at least annually. The roster shall contain at a minimum the member's name, spouse's or significant other's name, telephone number mailing address and email address. Keep in a separate file, all documents relating to each Branch travel event, which includes:
  - Copies of the minutes of the Branch Executive Committee meeting in which the travel event was approved
  - The Form 53 - Request for Approval of Branch Travel Event, SIR-qualified list of Travel Agencies, documentation to show the travel agency's insurance is current when the travel event is taken, SIR Contract Form 50, SIR Form 52 Travel Event Financial Report and SIR Form 51 Travel Event Foreign if applicable, and SIR Form 59 SIR Travel Event Checklist.
  - These travel files shall be maintained for two years after the travel event has taken place.
- Keep, or cause to be kept, in a place designated by the Branch Executive Committee, a list showing all the information on the original Membership Application Form 2.
- Give, or cause to be given, notice of all meetings provided by the Branch Bylaws.
- Prepare Form 20 – Branch Personnel, providing the meeting place information and personal data of specific Branch personnel within 5 days after the August Election of Branch Officers or prior to September 1 whichever date is earlier.
- One ORIGINAL or email attachment of the Form 20 shall be forwarded immediately after preparation, even though all positions may not be filled, to the Chairman of the State Roster Subcommittee and copies to others as indicated on the form.

- After submitting the Form 20 following Branch elections, the Branch Secretary shall monitor the data reported thereon. Any changes that subsequently occur to the data should promptly be reported by entering only the changed information on a blank Form 20 and mailed to the Chairman of the State Roster Subcommittee and to others as indicated on the form
- Attend the annual State-sponsored training session.
- Have an electronic or hard copy access to the SIR Manual and 'The Schedule of Branch Operations' at the Branch Executive Committee meetings for ready reference.
- Maintain the following active records for the duration shown.
  - Minutes of Executive Committee meetings, for at least five years
  - Bulletins, for at least five years
  - A copy of each current regulation of the Branch and the date of its adoption together with a record of each regulation repealed and the date thereof, permanently
  - Branch Rosters, for at least five years
- Maintain a separate permanent file containing the following less active records: The
  - original or copy of the Branch Charter, and Branch Articles of Incorporation and each amendment thereof
  - The written confirmation of tax exemption issued by (1) the United States Internal Revenue Service and (2) The State of California Franchise Tax Board
  - Written confirmation of the employer identification number issued by the United States Internal Revenue Service
  - Records of where and when the Branch was organized; the number of the Branch; the name of the Branch when organized together with any change in the name; the Charter date; the date on which the Charter was presented to the Branch; and the date of incorporation and the incorporation number.
  - Other records as may be prescribed in Policies and Procedures.
- Ensure that State is notified of the transfer, death, resignation and any change of address, telephone number or email address of an Honorary Life Member by sending an eMail to: SIRSTATEEMAIL@GMAIL.COM with the member's information and disposition.
- Have such other powers and perform such other duties as may be prescribed by the Policies and Procedures, Branch Regulations or the Big Sir or the Branch Executive Committee.
- Perform, In the absence or inability of the Big Sir and Little Sir, all of the duties of the Big Sir and Little Sir. In the absence of, or at the request of the Branch Secretary, a Member of the Executive Committee may preside at an Executive Committee or luncheon meeting.

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

- Ability to use a computer, word processing and Email.

**(Revised 9/6/23 P&P Chairman)**