

Area Governor Position Description

Position Purpose:

The Area Governor inspires/leads the branches in his Area to increase membership, member satisfaction and attendance goals through observing, training, coaching and mentoring.

Primary Responsibilities:

- Report to the Regional Director.
- Serve as a SIRinc. State Officer.
- Address the level of branch survival risk for each branch, in collaboration with the Big Sir and the BEC. Assist branch leaders of each at-risk branch to develop and implement a recovery plan that focuses on critical issues. These may include member recruitment, activities, member relations, publicity, volunteerism, publicity (RAMP); and nominations of future leaders.
- Support branch officers in efforts to improve branch performance by suggesting best practices of successful branches within and outside his Area.
- Coordinate with any State Activity Committee members assigned to his Area (Golf, Bowling, Bocce, RV, Travel) to support State-related activities/events.
- Work closely with Big Sirs of the Branches in his Area to ensure the Nominating Committee Chairman and assigned Committee members understand their responsibilities to (1) identify best Branch Officer candidates and an Area Governor candidate, (2) develop a future succession list, and (3) provide oversight to ensure these duties are implemented.
- Identify functional experts within his Area to assist branches with specific issues.
- Develop a succession candidate for the Area Governor position in collaboration with Area Big Sirs and Little Sirs.
- Conduct Area leader meetings periodically (bi-monthly or quarterly if practicable) to build the Area leadership team, communicate and introduce best practices.
- Work closely with the Big Sirs and Little Sirs in his Area to ensure the highest possible attendance of Branch leaders to the annual meeting and annual State training meetings.
- Identify specific training needs within his Area and works with Big Sirs to ensure that training is done wherever practical to do so.
- Visit each branch at least once yearly to observe the BEC meeting and the luncheon program as part of his duty to identify and advise on best practices. Visit branches at risk of survival as often as needed to mentor and otherwise support them in their efforts to survive long term.
- Ensure his branches understand the value of Forms 27 and 28 as critical management tools to be reviewed monthly by the BEC. Review those branch forms, branch BEC minutes, and branch bulletins monthly to determine any trends or issues that need to be addressed.

- Ensure that each branch has submitted a Form 63 if it has no caterer for meetings, or annually has submitted a Form 64 with supporting documentation to the State Insurance Chairman if it uses an independent caterer.
- Promote area-wide activities and assist with developing area activity leaders.

SIR Leader Expectations, Skills and Knowledge Required:

- Demonstrate a positive encouraging attitude, recognizing and rewarding things well done
- Utilize goal setting, action planning and follow-up principles effectively
- Understand and support the SIR Policies and Procedures, SIR Leader Expectations, and the principles of RAMP.
- Provide positive and negative feedback when appropriate
- Lead meetings effectively
- Have the ability to recognize leadership potential in others
- Build effective relationships with key SIR leaders and volunteers
- Use common word processing, spreadsheet, presentation and email software
- Be familiar with the contents of the SIRINC.ORG website with particular emphasis on the Member's Information Section.

(Updated 2/28/19 P&P Committee)