

## **Proposed Area Representative Position Description**

### **Position Purpose:**

This position serves as a State Officer reporting to the Vice President and provides advisory services and State assistance to Branches within their assigned Areas.

Acts as a mentor and not as an adversary to the Branches to assist them in increasing membership, member satisfaction and attendance through well known practices and proven experiences and with the assistance of Area and State specialists.

### **Principal Responsibilities:**

- Early in the first quarter of the year as possible, and in consultation with each Branch Big Sir, assess the degree of Branch willingness to accept and support Area Representative assistance.

In consultation with Branch Big Sirs discuss that your assistance will consist of understanding Branch issues, problems and concerns that will be addressed by you and with the Area/Director Representatives that sit on the State Board with voting privileges.

- Provide timely responses to Branch questions and requests for information.
- Provide assistance to the Branches in the process of nominating successor Area Representatives by talking to potential Branch candidates when asked by the BEC.
- Visit each Branch to attend its BEC and luncheon meeting during the year as time and need allows to enhance communications, present awards and build a symbiotic relationship.
- With Branch leadership approval, assist the Branch in identifying and recruiting future Branch leadership candidates.
- With Branch leadership approval, act as a valued consultant to assist the Branch in improving performance by calling upon State resources for assistance.
- Review and file Branch minutes, Form 27s and Form 28s to become aware of Branch health.
- Inform Director of State Reports as to Branches late in submitting specific forms so he may work with the Branches to submit them.
- Prepare and submit a quarterly report using Form 27 data to the Vice President.
- Read Branch Bulletins/Newsletters as time permits.
- Attend Area Representative training and meetings.
- Report unusual events (projected Branch closures/mergers, etc. to the Vice President.
- Work with the other Area Representatives to nominate three candidates for the position of Area/Director Representative to be elected at the Annual Meeting as appropriate.
- Understand and be able to explain the Strategic Direction and Initiatives of our SIR organization, short and long term (To be defined in 2023).

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

Identify and maintain a cadre of Area specialists in the functions of Big Sir, Little Sir, Branch Secretary & Treasurer, and other positions that can coach and mentor their counterparts in your Area Branches, as needed. Note: This could be a list of key leaders from each of your Area Branches or at the State Level that is shared with your other Branches

- Understand and be able to effectively summarize the key elements covered in SIR Leaders Guide to the Branch BEC.
- Read and respond to eMail and use spreadsheet and presentation software when appropriate.
- Use Zoom software to conduct meetings with Branch leadership when appropriate.