

State Budget Oversight Committee Chairman Position Description

Position Purpose:

This position reports to the President and plans, enhances and implements the State Budget Oversight Committee responsibilities. to meet the SIR Mission Statement to provide fun activities and enrich members' lives as well as recruit guests to SIR Branches

Principal Responsibilities:

- Plan, staff, organize and lead the Committee to meet the position's purpose. Follow Procedure 46 "How to Appoint and Organize Standing Committees"
- Act as the principal spokesman for the Committee
- Build relations with SIR leaders to identify opportunities and implement improvement actions in coordination with them.
- Manage the Committee in a fiscally sound manner while following SIR policies, procedures, and bylaws.
- Follow Procedure 43- How to Develop and Monitor the State Budget. Include the following:
 - Submit to the President-Elect a proposed annual budget on or before December 1, so that he can recommend a budget for approval at the January State Board meeting.
 - Base the budget upon prior year's records, proposed goals and objectives for the new year, input from Office Holders and Committee Chairmen, and the proposed amount of the annual Branch assessment for the ensuing year.
 - Propose the annual Branch assessment as part of the budget submittal.
- Monitor expenses and revenues throughout the year to ensure expenditures and revenues are within budgeted amounts. Recommends measures to keep within the current budget limitations or other appropriate adjustments.

SIR Leader Expectations, Skills and Knowledge Required:

- Procedure 46 identifies the Chairman as the Vice President.