

## Chief Administrative Officer Position Description

### Position Purpose:

The Chief Administrative Officer is responsible for the direction of the INFOSYS Committee and its subcommittees.

### Primary Responsibilities:

- Report to the President.
- Serve as a State Board member, actively engaged in managing the affairs of the SIRinc organization.
- Manage the INFOSYS Committee- Organize, recruit, and direct the efforts of the Committee and its subcommittees below.
  - Website Subcommittee
    - Manage the SIR website and server including revising, adding, removing, securing, and enhancing the sirinc.org website as needed. This includes routine updates to the State Roster, SIR Manual, Membership Statistics, Branch Data Sheets, SIR Database, Forms, Travel and State Meeting Agendas, Minutes, and other files as necessary.
    - Manage other SIR servers, such as the sinc2.org server where SIR hosts many Branch websites and the sirinc3.org server where SIR hosts Branch Databases.
  - Database Subcommittee
    - Maintain and operate the SIR Database application- the repository of most of the data of SIR. It is the source of the Roster, Branch Data Sheets, and Membership Statistics reports presented on the SIRinc. website. It provides source information for mailing labels, envelope addressing, seating labels, sign-in sheets, etc.
    - The SIR Database application provides the operating tools and recordkeeping for:
      - The State Assistant Secretary to print State of CA SI-100's for all Branches.
      - State Roster Committee Chairman to create Branch pro-rata invoices, track Branch Treasurers' names and addresses and HLM and active membership counts.
      - Awards Chairman for HLM; and Senior, Super Senior, and Century Sir certificates.
  - E-Mail Subcommittee
    - Provide e-mail support for State Officers to communicate with State and Branch leaders.
  - State Roster Subcommittee

- Process Form 20 data and update the leadership data in the database to create new Rosters regularly.
- SIR Forms Subcommittee
  - Maintain all State Forms and update the website as needed.
- State Certificate Subcommittee
  - Prepare certificates and update the database as require.
- State Newsletter “SIR Happenings” Subcommittee
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  - Prepare, edit and publish the SIR quarterly newsletter.

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

- Has significant computer, management, and leadership skills.

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