

STATE PRESIDENT POSITION DESCRIPTION

Position Purpose

The President is the chief executive officer of SIRinc and its Branches, a corporation under the laws of the State of California.

Primary Responsibilities

- Is subject to the control of the State Board as the chief executive officer.
- Supervise and control the business affairs of the Corporation.
- Preside when present, at all meetings of the State Board and at the Annual Meeting. May call special meetings of officers and members at his discretion with five day's notice. Conduct these meetings according to Robert's Rules of Order. May delegate this duty to the Vice President or to another State Officer in the Vice President's absence.
- Review and approve all State expenses, provided that the President may delegate any terms and conditions as the President deems necessary or desirable in the best interests of SIR. Neither the President nor the Vice
- President shall approve his own expenses.
- May sign, with the State Secretary or other Officer of the Corporation authorized by the State Board, any documents or other instruments that the Board has authorized, except where the signing and execution thereof has been delegated by the Board to some other officer or agent of the Corporation, or is required by law to be otherwise signed or executed.
- Perform all duties incident to his office, and such other duties as may be prescribed, from time to time, by the State Board. Lead all of the affairs of State SIR, subject to SIR bylaws, policies and procedures, Branch regulations and the control of the State Board.
- Appoint all Standing Committee Chairmen, beginning this process upon his election and ensuring the positions are filled before his term commences. Appoint other members of selected Standing Committees as prescribed in the Policies and Procedures.
- Make Presidential appointments to special offices and special committees as he considers necessary- e.g. State Advisor, Legal Advisor, Parliamentarian, Chaplain.
- Approve all State and Branch HLM (Honorary Life Member) awards, processing them in a timely manner. Present HLM awards or may delegate presentation to a present or past State Officer. The Big Sir may recommend a person that meets these qualifications.

SIR Leader Expectations, Skills and Knowledge Required:

- Understand the Bylaws, Policies, Procedures, and SIR Leaders Guide applicable to State and Branch operations
- Utilize goal setting, action planning and follow-up principles effectively
- Provide positive and negative feedback when appropriate
- Understand and support the principles of RAMP
- Lead meetings effectively
- Build close relationships with key leaders and volunteers
- Ability to review State financials to assess how the State is performing

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