

Regional Director Position Description

Position Purpose:

The Regional Director assists the Areas and branches in his Region to establish and reach membership, member satisfaction and attendance goals through observing, training, coaching and mentoring.

Primary Responsibilities:

- Report to the State Vice President.
- Serve as a SIRinc. State Officer and member of the State Board of Directors.
- Work collaboratively with the President, other Officers, State committee chairmen and Area Governors in his region to ensure SIR Inc. and the region is effectively led.
- Mentor Area Governors to improve their performance, meet area and branch goals and understand and support State Board actions.
- Identify and focus on the most pressing issues/concerns affecting most branches in his Region, coordinating and collaborating with functional experts inside and outside his Region to help resolve them in cooperation with his Area Governors.
- Develop and assess the Region's long term plans, goals and actions to ensure they support SIR's Mission, Vision and strategy.
- Participate in State, Area and Branch Training whenever possible, including assisting in conducting area and branch-specific training as a leader and/or adviser.
- Identify potential Area Governors and Regional Directors, and encourage their participation in Area and Region roles.
- Act as Area Governor for those Areas where the Area Governor is absent for an extended period or the position is unfilled.
- Participate in the planning and the execution of the SIR Annual meeting and encourage attendance by the Region's branches.
- Collaborate with Area Governors regarding those Big Sirs, BEC's and/or memberships in which Regional Director involvement would be beneficial in the best interest of SIR.
- Conduct periodic Region meetings to build the region leadership team, communicate and introduce best practices.
- Appoint Regional Chairmen for any Region-wide committees.

SIR Leader Expectations, Skills and Knowledge Required:

- Understand and support the SIR Policies and Procedures, SIR Leader Expectations, and the principles of RAMP.
- Utilize goal setting, action planning and follow-up principles effectively
- Provide positive and negative feedback when appropriate
- Lead meetings effectively
- Build effective relationships with key SIR leaders and volunteers

- Use common word processing, spreadsheet, presentation and email software
- Has a working knowledge of the contents of the SIRINC.ORG website with particular emphasis on the Member's Information Section.

(Updated 4/8/22 P&P Committee)