

Director, State Activities Position Description

Position Purpose:

This position serves as a State Officer reporting to the President and plans, enhances and implements the State Staff Activities positions to meet the SIR Mission Statement to provide fun activities and events which will enrich members lives.

The position has a term of one year; January 1st thru December 31st. Directors are elected or re-elected at the SIR Annual Meeting in August for the upcoming year. Currently elected Directors or new applicants are encouraged to campaign for this position in the areas they would represent on the State Board. Namely, for this position: State and Branch activities Chairman and Area Representatives and Branch Big Sirs (as appropriate).

Support Organizations:

The Chairmen of the State functions of Golf, Bowling, Bocce Ball, RV, SIR Games, and Travel. Other State activities may be added in the future.

Principal Responsibilities:

- Serves as a member of the SIR State Board, with equal voting rights and equal responsibility for actions collectively taken by its members
- Plan, staff, organize and lead the State Activities to meet the position's purpose
- Seek State Board approval, and upon approval schedule and publish dates, times and places for State Activities to ensure insurance coverage of events.
- Follow Policy 46, "State Committees" and it's associated Procedure, "How to Appoint and Organize Standing Committees"
- As a State Board member act as principal spokesman for the State Activities functions in your area of responsibility.
- To wit: Golf, Bowling, Bocce Ball, RV, SIR Games, Travel.
- Build a working relationship with the State Branch Activities Chairman who in turn works with the Area Representatives, Branch Activities chairs and Big Sir's to identify activity opportunities and implements improvement actions in coordination with them
- Build external relationships as appropriate to enhance the work of the organization
- Manage the State Activities functions in a fiscally sound manner while following SIR policies and procedures
- Create, update and a maintain State Activities website.

SIR Leader Expectations, Skills and Knowledge Required:

- Being a voting member of the State Board, it is incumbent on the Director, State **Activities**, to be more than a conduit of facts than individual opinion. His vote should be representative of the collective thought of himself and his direct reports in order to provide a representative vote.
- A working knowledge of SIR Policies and Procedures and Bylaws is essential as a member of the State Board in order to effectively participate in matters before the Board.
- Provide input into the planning and logistics of the State Town Hall and Annual Meetings