

Director, State Documents Position Description

Position Purpose:

This position serves as a State Officer reporting to the President and plans, enhances and implements processes to ensure SIR Branch reports are completed and submitted to SIR, Inc. in a timely manner.

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: Area Representatives, State Board members and/or Chairmen for specific items from Branches they are having difficulty obtaining:

1. Area Representatives are on copy to receive Forms 20, 27 and 28.
2. The State Treasurer is responsible for the Collection of Branch assessments and notification to the Branches of delinquent payments.
3. The State Insurance Chairman is responsible for the collection of Form 63/64.
4. The State Travel Chairman is responsible for the collection of and processing of Branch travel event Form 53

Support Organizations:

The Chairmen of the State Insurance Committee, Policies and Procedures and the State Administrators for Forms 20, 27, 28, 63/64 and 65.

Principal Responsibilities:

- Serve 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 Reports Functions to meet the position's purpose.
- 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 Documents functions in your area of responsibility.
 - To wit: Forms 20, 27, 28, 63.64 & 65 plus Insurance and Policy & Procedures status.
 - Note: Follow the Select Committee June 9, 2023 report process to address non-compliant Branches not adhering to the Branch Schedule of Operations.
- Build relations with SIR leaders to identify opportunities and implement forms improvement actions in coordination with them.
- Build external relations as appropriate to enhance the work of the organization
- Manage the State document functions in a fiscally sound manner while following SIR policies and procedures

- Work with State and Branch Leaders to develop Instructions, Training programs and advice to help ensure all Forms are submitted in a timely manner and are accurate.
- Ensure appropriate and timely legal advice is provided to SIR and the Branches through the State Legal Advisor regarding non compliant Branches.
- Work with the Chairman of the State Insurance Committee to ensure SIR and the Branches are appropriately covered and complying with insurance-driven requirements

SIR Leader Expectations, Skills and Knowledge Required:

- Being a voting member of the State Board, it is incumbent on the Director, State Reports, 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

8/5/2023