

## **Director, Branch Support Position Description**

### **Position Purpose:**

This position serves as a State Officer reporting to the President and plans, enhances and implements the State Staff Support positions to meet the SIR Mission Statement to provide fun activities and enrich member's 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: Growth and Membership, Training, Awards, Certificates and Travel.

### **Support Organizations:**

The Chairmen of the State functions of Growth and Membership, Training, Awards, Certificates, and Travel to assist in improving Branch effectiveness and efficiency.

### **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 Support Functions to meet the position's purpose.
- Follow Policy 46 "State Committees" and its associated Procedure, "How to Appoint and Organize Standing Committees"
- As a State Board member act as principal spokesman for the State Support functions in your area of responsibility.  
To wit: Growth & Membership, Training and Awards, Certificates and Travel.
- Build relations with SIR leaders to identify opportunities and implement improvement actions in coordination with them.
- Build external relations as appropriate to enhance the work of the organization
- Manage the State Branch functions in a fiscally sound manner while following SIR policies and procedures

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

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