

State Growth & Membership Committee Chairman Position Description

Position Purpose:

This position reports to the President and plans, enhances and implements the State Growth & Membership responsibilities to meet the SIR Mission Statement to provide fun activities and enrich members lives as well as recruit guests to SIR Branches

Principal Responsibilities:

- Plan, staff, organize and lead the State Growth & Membership Committee to meet the position's purpose. Follow Procedure 46 “How to Appoint and Organize Standing Committees”
- Act as the principal spokesman for the Committee
- 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 Committee.
- Manage the Committee in a fiscally sound manner while following SIR policies and procedures
- Enhance attraction and recruitment of new members and retention of current members by developing and supporting guest recruiting programs at the State and Branch levels
- Develop and implement publicity and image programs to feature SIR in the communities where we are located.
- Provide input to State training programs
- Act as the “Keeper of RAMP” by continuing to improve the RAMP programs

SIR Leader Expectations, Skills and Knowledge Required:

- Demonstrate a positive encouraging attitude, recognizing and rewarding things well done
- Utilize goal setting, action planning and follow-up principles effectively
- Understand and support the SIR Policies and Procedures, SIR Bylaws, SIR Leader and Member Expectations, and the principles of RAMP.
- Provide positive and negative feedback effectively and when appropriate
- Lead meetings effectively
- Have the ability to recognize leadership potential in others
- Build effective relationships with key SIR leaders and volunteers and key external parties
- Write and speak clearly and concisely

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