

## **State Golf Committee Chairman Position Description**

### **Position Purpose:**

This position reports to the President and plans, enhances and implements the State Golf Activity 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 Golf Activity to meet the position's purpose. Follow Procedure 46 “How to Appoint and Organize Standing Committees”
- Act as the principal spokesman for the SIR Golf Activity
- Build relations with SIR leaders to identify opportunities and implement improvements to the SIR Golf Activity
- Determine SIR golfers' attitudes toward the SIR golfing program and develop and implement improvement actions in coordination with other SIR leaders
- Build external relations to enhance the SIR golfing activity
- Manage golfing activities in a fiscally sound manner while following SIR policies and procedures
- Sponsor State events upon approval of a majority of Committee members, and upon final approval for each event by the State Board.
- Provide functional leadership to the Branch golf activities through a network of regional and area representatives
- Enhance attraction and recruitment of new members wherever possible within the Golf Activity at State and Branch levels.
- Maintain the State Golf Manual

### **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 Leader 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
- Use common word processing, spreadsheet, presentation and email software
- Be familiar with the contents of the [SIRINC.ORG](http://SIRINC.ORG) website with particular emphasis on the Member's Information Section.