

State Policies & Procedures Committee Chairman Position Description

Position Purpose:

This position reports to the President and plans, enhances and implements the Policies & Procedures Committee 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 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
- Maintain the SIR Manual, which is part of the SIRinc website.
- Maintain the State Officer, Branch Officer, and State Committee Chairman position descriptions which are part of the SIRinc website.
- Maintain the SIR Leaders Guide, which includes the State and Branch Schedule of Operations, and is part of the SIRinc website.

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 website with particular emphasis on the Member's Information Section.

