

## **State SIRARC Committee Chairman Position Description**

### **Position Purpose:**

This position reports to the President and plans, enhances and implements the State SIRARC 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 Activity to meet the position's purpose. Follow Procedure 46 “How to Appoint and Organize Standing Committees”
- Act as the principal spokesman for the State Activity
- Build relations with SIR leaders to identify opportunities and implement improvements to the State Activity
- Determine SIRARC members’ attitudes toward the SIRARC program and develop and implement improvement actions in coordination with other SIR leaders
- Manage activities in a fiscally sound manner while following SIR policies, procedures, and bylaws
- Enhance attraction and recruitment of new members wherever possible within the Activity at State and Branch levels.

### **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.

