

State Training & Development Committee Chairman Position Description

Position Purpose:

This position reports to the President and plans, enhances and implements the State Training & Development 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
- Develop, or cause to be developed training leader's guide, handouts, web-based learning and other documents to foster the education and training of Sirs in key positions
- Ensure through working with SIR's leaders that training is scheduled to meet our members' training needs
- Assess the effectiveness of SIR's training efforts and make recommendations for change, as necessary
- Provide consultative services to SIR's leaders to assist them in improving personal and organizational effectiveness
- Understand and apply educational expertise to improve SIR's performance
- Build external relations as appropriate to enhance the work of the Committee.
- Manage the Committee in a fiscally sound manner while following SIR Policies, Procedures, and Bylaws

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
- Educational techniques for adult learners

- Keep abreast of educational and training techniques, and apply them to SIR as 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.