

State Travel Committee Chairman Position Description

Position Purpose:

This position reports to the President and plans, enhances and implements the State Travel 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 and to secure for SIR members the benefits of an effective and sound Travel program. 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
- Determine SIR members’ attitudes toward travel and the SIR Travel program and develop and implement improvement actions in coordination with other SIR leaders
- Build external relations as appropriate to enhance the travel program and the work of the Committee
- Manage the Committee 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 Regions, Areas and Branches in all Travel-related activities. Ensure particularly that these policies & procedures are followed: Policy 13 “Travel & Short Bus Trips”, Procedure 13 “How to Administer a Domestic or Overseas Trip”, and Procedure 13a “How to Use a Bus Company for Short Trips”
- Enhance attraction and recruitment of new members wherever possible within the Travel Activity at State and Branch levels.
- Maintain the SIR Travel Manual, the Qualified Travel Agencies list and the Qualified Bus Companies list.

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.