

# **Role Description for Area Governor**

## **Purpose of Role**

Under the leadership of the Regional Director, the Area Governor assists the branches in his Area to maintain membership, member satisfaction and attendance goals through observing, training, coaching and mentoring.

## **Primary Responsibilities:**

- Work closely with the officers of his branches to improve their performance and meet goals using RAMP training and the RAMP Tool Kit
- Attend the SIR Annual meeting and encourage branches to also attend
- Participate in the State Branch Training and conduct branch-specific training for officers and RAMP chairmen as both a leader and adviser
- Visit each branch at least once a year to observe the BEC meeting and the luncheon and offer constructive advice
- Build an Area Support team to assist branches, and provide a pool of volunteers for Area and Region projects and for potential Area Governors
- Review Forms 27, 28, branch BEC minutes and branch bulletins monthly to determine any trends or issues that need to be addressed
- Conduct periodic Area-wide meetings to build the area leadership team, communicate and introduce best practices
- Submit a quarterly Area Status Report to the Regional Director, as requested
- Conduct an election meeting with the Big & Little Sirs in August to elect an Area Governor for the coming year
- Appoint Area Chairman for any Area-wide activity
- Determine if the branches are operating in accordance with SIR Bylaws, Standing Rules and SIR Leaders Guide applicable to the State, region and areas, and take corrective action if required
- Perform other duties as needed to assist the Regional Director and branches with their success

## **SIR Leader Expectations, Skills and Knowledge Required:**

- Understand the Bylaws, Standing Rules and SIR Leaders Guide applicable to the State, region and areas
- Understand the SIR Leader Expectations and work to display them at the “Outstanding” level.
- Utilize goal setting, action planning and follow-up principles effectively
- Provide positive and negative feedback effectively and when appropriate
- Understand and support the principles of RAMP
- Ability to lead SIR training
- Lead meetings effectively
- Build close relationships with key SIR leaders and volunteers
- Apply effective leader and volunteer recruiting principles
- Ability to review branch reports and newsletters to assess how branch is performing
- Use common word processing, spreadsheet, presentation and email software
- Understand the SIR organization and whom to contact for specific information and advice
- Knowledge of The contents of the SIRINC.ORG website with particular emphasis on the Member's Information Section.