

Role Description for Regional Director

Purpose of Role:

Under the leadership of the State President the Regional Director assists the Areas and branches in his Region to establish and reach membership, member satisfaction and attendance goals through observing, training, coaching and mentoring, and serves as a Director of SIRinc.

Primary Responsibilities:

- Work collaboratively with the President, other Officers, State committee chairmen and Area Governors in his regions to ensure SIR Inc. and the region is effectively led
- Provide personal and professional expertise to the development and approval of SIR and the region's long term and annual plans and goals to ensure personal ownership and that SIR Inc. and the region remains viable, focused and effective
- Periodically monitor (and if necessary, revise) long term and operating plans and goals to ensure they are effectively implemented within SIR as well as the Region, Areas and Branches
- Periodically assess State Board, region, area and branch performance to ensure the responsibilities are effectively being met, and provide feedback to the appropriate Area Governors
- Encourage Area Governors to develop an Area Support Team to share the load and develop potential Area Governor candidates
- Work closely with the Area Governors to improve their performance and meet area and branch goals using the SIR Leader's Guide, RAMP training and the RAMP Tool Kit
- Participate in the planning and the execution of the SIR Annual meeting and encourage attendance by the Region's branches
- Participate in the State, Area and Branch Training, coach and mentor Area Governors and assist in conducting area and branch-specific training 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
- Review State financial results, Forms 27, 28, branch BEC minutes and branch bulletins monthly to determine any trends or issues that need to be addressed, and discuss findings with the appropriate individuals

- Conduct periodic Region meetings to build the region leadership team, communicate and introduce best practices
- Submit a quarterly Region Status Report to the State President
- Conduct an election meeting with the Area Governors in August to elect a Regional Director for the coming year
- Appoint Region Chairman for any Region-wide committee or activity
- Determine if the organizations 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 President

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 leader and volunteer recruiting principles effectively
- 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.