Branch Leadership Update (Form 20)

Use this form to report any changes in your branch's leadership te**am.**

- When your branch elects its new officers for the upcoming year, enter all branch leaders. State schedules are based on your branch electing and reporting your officers before the end of August each year.

- During the year, when a leader is replaced or his information needs to be updated, enter that change here.

- To report changes to information about your branch (e.g. meeting location or website), use online form Branch Information Update (Form 22).

How to Report Changes in Your Branch's Leadership Team

1. **Navigate to the State Website:** Locate the Forms page on sirinc.org. Choose the option for Branch Leadership Update (Form 20).
2. **Enter the Branch and Year**: Enter your branch number and select the year when the change occurs from the dropdown menu. For instance, if you're reporting new officers in 2024 for 2025, choose 2025 from the menu.
3. **Select the Leadership Role**: Identify the leadership position you wish to update. For example, if you're adding a newly-elected Big Sir who is also the Fishing Chairman, check both boxes.
4. **Actions Column**: Check Add to include this new leader. If an incumbent is being replaced, check both the Add and Remove boxes. You can specify the names of the new leader and the outgoing leader on the same form. To update information about an existing leader (for example, a new email address), check the Update box.
5. **Enter Leader Details**: Scroll down and enter the information about the outgoing, incoming, or updated leaders.
6. **Your Contact Information**: Scroll down and enter your first name, last name, and email address. This enables you to receive a confirmation email containing the data you've entered.
7. **After branch elections, enter other leaders continuing in their roles**: Check the box that says "Add, remove, or update another branch leader?", then click the "Submit" button. Another copy of the form will appear with information pre-filled from the previously-submitted form. Enter all the other new and continuing branch leaders (as with the old PDF form).
8. **For mid-year changes:** If a leader is added, removed, or replaced during the year, just add the needed information for that role.