

## EMAIL CONTACT - DUTIES

The importance of the Email Contact grows each year. The section below on "Documents" reflects your growing involvement with your Branch's administration, and we expect this involvement to continue growing. Your Big Sir has picked you with great care and we suggest that it is part of your responsibilities to attend and participate at every Branch Executive Committee meeting.

Since some of you are new to this position, following is the procedure to access the SIR website [sirinc.org](http://sirinc.org) and its Documents Page. You are free to release this password to any member of SIR, and it is okay to publish it.

Launch [sirinc.org](http://sirinc.org) from your Internet browser to access the SIR Home Page.

Click on "SIR Documents".

Read the instructions and click on "PROCEED".

Type User name: safety

Type Password: first

(No spaces and all lower case.)

Check the "Remember my password" box.

Click "OK".

### **1. DOCUMENTS**

SIR documents are available primarily by printing from the SIR website. There are many important documents on the website, mostly accessible from the Documents Page, such as Minutes of State Board meetings, Branch Data Sheets, training tools and membership information. It would be a good thing if you would familiarize yourself with what is available there. Several of the more important items follow -

#### **a. SIR MANUAL**

1) The Branch Secretary is the custodian of the one official Branch copy of the SIR Manual. All other hard copies at all levels of the SIR organization are considered personal copies and are maintained by the individual holders.

2) The complete SIR Manual, a Checklist and a file of Revised Pages Only and posted to the SIR website soon after any approved rule change.

3) Each Branch should consider designating a member to print copies of revised pages for all Branch holders of the Manual. The Branch Email Contact should probably be this person and the Branch should reimburse him for his expenses, including at least five cents per copy when he uses his own printer. The BEC may decide that it is the individual Manual holder's responsibility to do this for himself. Rules covering all this are 11.1 - 11.3. Pages 1 thru 24 contain about 90% of what BEC members actually need to know.

4) The Branch Secretary is notified by email when revised rules are published. If the Secretary has no email address, the Branch Email Contact is notified. Big Sirs with email always receive informational copies of SIR emails sent to his Branch.

To access the SIR Manual Page -

From the Documents Page, click on "SIR Manual, Checklist and Revisions".

Click on the desired link.

#### **b. SIR FORMS**

SIR forms are mostly available from the SIR website, [sirinc.org](http://sirinc.org). We do not distribute forms by US Mail, except Form 7A - Gold Seals - which cannot be handled electronically.

To access the Forms Page -

From the Documents Page, click on "Complete List of SIR Forms".

Click on the desired link.

(Note that Adobe Reader files (.pdf) normally cannot be downloaded/saved to your computer.)

### **c. STATE ROSTER**

The State Roster is available only on the SIR website. We frequently bring it up to date, and it is the best place to find names and addresses of administrators within this organization.

A unique password is required to view this document. By rule, you are the Branch custodian of the password. Feel free to give it to any interested SIR member, but do not publish it.

To access the State Roster Page -

From the Documents Page, click on "State Roster and Branch Locator".

Type User name: sirinc

Type Password: greatbird

(No spaces and all lower case.)

Check the "Remember my password" box.

Click "OK".

### **2. EMAIL SYSTEM**

Your Big Sir and Branch Secretary, if they have email addresses, will automatically receive informational copies of all SIR emails sent to anyone in your Branch. You will receive a copy if the original addressee has no valid email address, so you might receive duplicate copies of an email. The first paragraph in such copies will contain instructions as to the intent and disposition of the information contained in the email message.

Many SIR emails contain links to the SIR website with further links on the website for downloading a document. If you have any problems with this linking system please let us know and we can probably help.

Gary Gruber - State Secretary, SIRinc, Member INFOSYS Committee

Dwight Sale - Chairman INFOSYS Committee, SIRinc, Database Mgr., SIRinc

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