

**DUTIES OF THE AREA GOVERNOR**  
*Prepared by SIR State Training Committee 04/17/2012*

“It is the mission of SIR Inc. to provide leadership at all SIR levels that will result in strong, long term Branch health and vitality by recruiting and inducting enough new members annually to grow the membership level of the branch. SIR leadership will encourage a wide variety of activities of interest to retired men from all walks of life in order to recruit new members and retain current members.”

1. Each Area shall be under the supervision of an Area Governor. Rule 792
2. Area Governors shall serve one-year terms and be restricted to three consecutive terms, excluding any partial year immediately preceding the first such year. If an Area Governor vacates the position for one or more calendar years, eligibility is reestablished. Rule 797
3. Ensure that all Branches within his Area are operating in accordance with the provisions of the Bylaws and the Standing Rules, and reporting corrective action taken on violations to the Regional Director as necessary. Rule 890
4. Liaison Officer, acting through his Regional Director, between the Branches and his Area and the President. Rule 891
5. Assist the Regional Director in carrying out his responsibilities and representing the interests of the Branches before the State Board. Rule 892
6. Attend Branch Executive Committee meetings as necessary and be available for counseling with Branch Officers. Rule 894
7. Conduct Area Meetings with the Officers of each Branch within two-weeks following the Regional Directors meeting, as necessary. Rule 895
8. Consider appointing an Area Travel Coordinator, Area Speakers Bureau Chair, Area Publicity & Recruitment Chair, Chairmen of Area Golf, Bowling and such other activities as may be required. Rule 896
9. Call a meeting of the Election Committee (the Big and Little Sirs of each Branch within the Area) by not later than August 31<sup>st</sup> of each year to elect an Area Governor from the candidates nominated by the Executive Committees of each Branch within the Area. The Area Governor shall chair the meeting and shall not vote except to break a tie. ( See Rule 794 for exception) Rules 795-796
10. Immediately following the election of the Area Governor, but no later than August 31, the Area Governor shall complete Part 2 of Form 44 – Candidacy and Election of Area Governor and submit the form to the State Secretary and the Regional Director as to the name of the elected Area Governor. Rule 798.
11. Submit to his Regional Director by April 15, July 15, October 15 and January 15 (of the following year) a report concerning the status of the Branches within his Area. Each report shall include recommendations for action to be taken to achieve the Form 27 goals not being met for branches in his Area. The January report shall be submitted to the new Regional Director as well as the previous Regional Director Rules 168 and 800
12. The Area Governor cannot commit Sons in Retirement, Inc. or the State Board in any manner by directing any act or omission in the absence of specific authority set forth in the Bylaws or the Standing Rules or as specifically directed by the State Board or the President. Rule 893

13. Attend the SIR Annual Meeting, which is held on the first Monday of August each year, along with the Big Sirs of each Branch within the Area, and vote for the State Officer candidates and any changes in the Branch and Corporate Bylaws that have been proposed. Section 184 – 185 Corporate Bylaws
14. The Area Governor shall confer with the appropriate Regional Director(s), Governors of contiguous Areas, and the Big Sirs of other Branches in the Areas to determine the effect of the proposed Provisional Branch on existing Branches. If approved, the Area Governor shall obtain Form 33 from the SIR Website or Assistant State Secretary, have them completed and forwarded to the President through the Regional Director.
15. The Area Governor shall have such other powers and perform such other duties as may be prescribed by the President or the State Board. Rule 897
16. The Area Governor shall certify by letter to the Assistant State Treasurer by Feb 20 that the Annual Branch Audits for his Area reflect the true financial conditions of each Branch. Rule 801
17. The results of Branch elections as set forth on the Forms 20 shall be reviewed by the Area Governor to verify their completeness. He shall then mail of notice of verification, correcting any errors or omissions, to the State Roster Subcommittee and the Regional Director not later than September 10<sup>th</sup> of each year. **Note: This Rule, No. 137, was deleted by the State Board at its 9-13-05 meeting.**
18. Please refer to Rules 155 and 784 regarding the qualifications for Area Governors and Regional Directors. These rules were amended by the State Board on 11-8-11 to state that they must be willing to serve and must be or have been a member of the Branch Executive Committee (BEC) for at least two years at the time he assumes the office. A past or present Big Sir is the preferred qualification. These rules were amended by the State Board on 9-13-05 to state they must be willing to serve and must be a past or present Big Sir (or Area Governor for the RD), or must have held or is holding the office of Little Sir, Secretary or Treasurer in the Branch, singly or in combination, for at least two years at the time he assumes the office. A past Big Sir (or Area Governor for the RD position) is the preferred qualification.

*The following are excerpts from the Guidelines for Area Governors that are contained in the back of The Manual:*

GL 890.1 The Area Governor is the State officer responsible for representing the State organization in his Area and, through his Regional Director, representing his Branches before the State Board. He is the essential member in the line of communication and control between the State organization and its Branches. This involves providing communications and recommendations from the Branches to the State as well as from the State to the Branches.

GL 890.2 It is the obligation of the Area Governor to insure that the Branches within his Area enjoy the benefits and assume the responsibilities as units of Sons In Retirement, Inc.

GL 890.3 To effectively carry out his responsibilities the Area Governor must be familiar with the provisions of the Bylaws and Standing Rules. He can find assistance in this regard through training sessions and by developing a firsthand day-to-day working relationship with his Regional Director.

GL 890.4 An Area Governor can best assist his Branches by insuring that each of their officers and key committee members are conversant with the provisions of the Bylaws and Standing Rules that affect his activities. To that end, he should hold training sessions or workshops for all Branch officers in this Area who are concerned with those activities.

GL 890.5 While it is not necessary for the Area Governor to attend all Branch executive and luncheon meetings, he should attend meetings of each Branch on an occasional basis. Attendance is important when a Branch is experiencing a problem and when its officers first take office.

GL 890.6 It is extremely important for the Area Governor to distribute to all of his Branches without delay, information and documents provided to him for that purpose by the State Board, the President or other State officers and State Committeemen. Information such as proposals and changes to the Bylaws, Standing Rules and Guidelines is essential to the Branch Officers so that they can carry out their responsibilities. Likewise, transmission of information concerning State events, general instructions and mandated actions and deadlines and compliance with any required responses or action should be carefully monitored by the Area Governor.

GL 890.7 The Area Governor should review carefully the monthly Forms 28 submitted by his Branches since they provide one of the best sources of information concerning the condition of his Branches. He should note any errors or omissions in the forms and cause them to be corrected and have all corrections reported to the State Treasurer promptly.

GL 890.8 In working with his Branches, the Area Governor should stress the relationship between the State organization and the Branches so that the Branches will acquire a sense of belonging with and understanding that all Branches and their members are part of Sons In Retirement, working together to fulfill common objectives and purposes; that the organization is more than just a loosely collected group of independent clubs.

GL 890.81 To provide additional leadership exchange of ideas, tools and activities between branches, the Area Governor shall consider appointing an Area Publicity & Recruitment Chair or an Area Scribe where such an appointment would benefit the Area, to maintain and distribute:

1. an Area Contact Roster that will include the branches' Officers, Email Contacts, Webmasters, Newsletter Editors, Publicity Chairs, Recruitment Chairs, Activity Coordinators, Member Relations Chairs, Travel Chairs, and other contacts area branches deem appropriate.
2. an Area Activities List that will include each of the Area's branches with their activities. Editable templates are available on the SIR website under Membership Information, Branch and Area Ideas and Tools.

GL 890.9 As an officer of the corporate body of Sons In Retirement, the Area Governor is responsible for supporting the programs, directives and events of the corporate body in his Branches.

GL 890.10 In summary, the heavy obligation of providing the measure of continuing dedication, support and guidance to his Branches that are necessary to achieve the objectives of Sons In Retirement rests on the shoulders of the Area Governor.

The following must be submitted to the Area Governor from the Branches on a monthly basis:

Minutes of the Branch Executive Committee meetings	Rule 175
Form 27-Branch goals and results	Rule 166-
Form 28 – Monthly Cash Report	Rule 216
Branch Bulletin	Rule 272

The following must be submitted to the Area Governors from the Branches as required:

SIR Travel Forms 50 – 51 – 52 – 53	Rules 369 – 405 - 408 – 410 – 424
Quarterly Form 27 Report of goals and action plans	Rule 168

The following must be submitted to the Area Governor from the Branches as specified:

Annual Audit Forms 28 – 28A – December Form 28 by Feb 10	Rule 257
Notification from Branch Secretaries of Transfer of Manuals/Records by Jan 31	Rule 204
Branch Roster by Feb 28	Rule 178

Nominating Committees recommended slate of next year's officers to  
be published in Branch Bulletins in July  
Election of Branch Officers in August and submit Form 20 by 8/31

Rule 133  
Rule 136

The following duties of the Area Governor are not specifically addressed in the Bylaws and Standing Rules but are expectations of the Governors by the President and State Board:

1. Training Branch Officers each year in the operations of the Branch. The primary resources for this training are contained in the Branch Leaders Training Guide and the Schedule of Meetings and Reports. Among the many topics and items included are: Preparation of an Agenda for Luncheon and Executive Committee Meetings; How to run a successful meeting; Use of the SIR Manual; and Roberts Rules of Order.
2. Assisting Branches in annually assessing their strengths, developing goals and objectives and in formulating a plan of implementation, especially in the realm of supporting and increasing membership. This should include improving the vitality of each Branch by encouraging the establishment of Branch committees for publicity, recruitment, activities, and member relations so that growth and retention of membership is enhanced. The addition of Branch activities that would attract newly retired men may be beneficial to recruiting members capable of future leadership in the Branches.
3. Once each year, to build an Area relationship with members, address the branch membership at a Branch luncheon on a topic supporting the future of SIR. Some suggestions are Area Activities, Area Recruitment, State SIR events...
4. Host an Area or Regional Round Table, where practical, after Branch elections to exchange ideas about key functions and branch concerns. Use goals and action planning for common problems.
5. Coordinating the use of the optional Forms 40, luncheon speaker evaluations, within the Area and providing guidance when programs in a Branch appear shallow.
6. Supporting the State Board in its decisions that the Governor must relay to his Branches.

Prepared by Tom Ross, Co-Chairman State Training Committee, October 1, 2005 and Revised 9-1-06.  
Revised by Walter Schick, Member, STC, 4-17-12