

DUTIES AND RESPONSIBILITIES OF REGIONAL DIRECTORS

“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 and by providing a wide variety of activities of interest to branch members to retain current members and attract new members.”

1. Each of the 10 Regions shall have a Regional Director elected to serve for one year beginning on January 1st of each year. He shall be restricted to three consecutive terms, excluding any partial year immediately proceeding the first such year. If a Regional Director vacates the position for one or more calendar years, eligibility is reestablished. Rule 781 & 785
2. The Regional Director shall call a meeting of the Area Governors in his Region not later than August 31 each year to elect a Regional Director for the next calendar year beginning on January 1. The Regional Director shall act as Chairman and shall have no vote except to break a tie in the balloting. Immediately following the election of the Regional Director, the Regional Director-elect shall complete Form 44A- Notification of Election – and submit the form according to the distribution shown on the form.
Rule 781
3. Rule 784 sets forth the criteria and prior experience required for a candidate for election to the position of Regional Director. The office of a Regional Director shall be vacated upon his transfer to a Branch in a Region other than the one in which he was elected and the vacancy shall be filled at the earliest possible date in an election conducted in accordance with Rule 781 and those following. Rules 781 & 784
4. The Regional Director is an Officer of the Corporation and a member of the Board of Directors of the Corporation. Rule 755 & 756
5. The Regional Director is responsible for effective and timely communications and liaison between the State Officers and the Branches via the Area Governor.
Rule 8 & 880
6. Each Regional Director shall submit to the President by April 25, July 25, October 25 and January 25 of the following year a report on the status of Areas within his Region. The Director who submitted the previous three reports shall prepare the January 25 report and submit a copy to the Presidents of both the current and previous year.
Rule 786
7. The Regional Director is responsible for the conduct of the activities of the Branches within his region in accordance with the Articles of Incorporation, Bylaws, Standing Rules and Directives of the State Board and the President, with due consideration being given to appropriate guidelines as approved by the President.
Rule 881

8. The Regional Director has the authority, subject to an appeal to the President, to suspend any activity of a Branch within his Region which he finds to be in violation of the Corporate Articles of Incorporation, Corporate Bylaws, Standing Rules, or the Branch Bylaws.

The Regional Director shall give the offending Branch written notice of the violation and such reasonable time as may be appropriate under the circumstances to correct the deficiency. Rule 882

9. The Regional Director should meet with the Area Governors in his Region within two weeks after each meeting of the State Board of Directors, unless those Area Governors were in attendance at that meeting, and at such other times as he may deem necessary or desirable to carry out his duties and responsibilities. Rule 883

10. In addition to his normal duties, the Regional Director, in the extended absence of an Area Governor or when the Area Governor position is vacant, shall receive and act for the Area Governor on specific reports or correspondence and SIR forms normally directed to the Area Governor. Rule 884

The following are excerpts from the Guidelines for Regional Director that are contained in the back of the SIR Manual.

a. The Regional Director should be sensitive to the positions, needs and desires of the Branches in his Region which he represents on the State Board of Director, with information from the Branches and advice of the Area Governors in his Region, he should espouse positions which reflect the best interests of those Branches commensurate with the purposes and objectives of Sons In Retirement, Incorporated. To that end, he should encourage the Branches, through their Area Governors, to make their positions, needs and desires known to him. GL 780.1

b. The Regional Director is charged with the general overall direction of the Area Governors and Branches in his region and insure that the Area Governors, in the day to day supervision of the Branches in their respective Areas, comply with the corporate and Branch Bylaws and Standing rules. The Regional Director should give careful consideration to the communications received from the Branches and Area Governors and, through his Area Governors, attempt to resolve misunderstanding and other problems. GL. 780.2

c. The Regional Director must develop a system for insuring the prompt and effective method whereby the Branches receive and understand information from the State organization (State Board, President, Secretary, Regional Director, Area governor, etc.) GL. 780.3

d. The Regional Director should meet with his Area Governors as required by the Standing Rules and at such other times as he deems necessary or desirable for training or

informational purposes. He should be careful not to advise or direct actions which are not directed by the President or expressly supported by the Bylaws or Standing Rules. GL. 780.4

e. The Regional Director, in effect, should act as a buffer for the President. He should handle matters within his competence and authority so as to relieve the President from un-necessary detail and minor problems. At the same time, the Regional Director must be sensitive to the needs of the President and bring to his attention all matters of which he should have knowledge. GL. 780.5

f. The Regional Director should work with his Area governors, as a team, to bring to the individual members of the Branches an understanding as to the relationship between the Branches and the State (or Corporate) organization and the need for acting together in order to maintain a strong and effective body. GL. 780.6

g. The Regional Director should be prepared to accept special assignment and duties which would assist or relieve other State officers. GL. 780.7

h. The Regional Director, in carrying out his duties and responsibilities, must avoid interfering with the proper activities of the Area Governors. The Regional Director should act through, and with the concurrence of, the Area governor where practical; provided that in an unusual situation where the Area Governor's actions are in direct conflict with the provisions of the Bylaws or Standing Rules, the Regional Director, with the approval of the President, may take remedial action. GL. 780.8

i. The Regional Director should attend meetings of his own Branch and such meetings of other Branches in his Region as he deems necessary or desirable to carry out his duties and responsibilities. When taking any action, which affects the activities of a Branch in his Region, the Regional Director must be sure to act through its Area Governor, if possible. GL. 780.9

j. The Regional Director should train, or cause to be trained, Area Governors in his Region in a manner sufficient to enable them to effectively carry out their duties and responsibilities. GL. 780.10

The following duties and Responsibilities of the Regional Director are not specifically addressed in the Bylaws and Standing Rules but are the expectations of the Directors by the President and State Board:

1. The Regional Director should provide direct leadership to assure, or cause to occur, the training of the Area Governors and Branch Officers for the effective operation and growth of the Branches. The primary resources for this training are contained in the Branch Leaders Training Guide and the information on the State Website. This training should include but not be limited to the use of the SIR Manual, the schedule of Meetings and Reports and how to conduct Branch Luncheon and Branch Executive Committee Meetings in accordance with Roberts Rules of Order.
2. The Regional Director should provide the leadership, together with the Area Governors of his Region to enable, or cause to happen, the development of Branch membership goals and objectives in formulating a plan for maintaining and increasing Branch membership. This should include retaining and improving the vitality of the Branch in recruitment and activities so that potential for growth and retention of membership is enhanced. The addition of Branch activities that would attract newly retired men is essential to recruiting members capable of future leadership in the Branches.
3. The Regional Director should promote and monitor together with his Area Governors all the activities sponsored by the Areas and Branches of his Region for compliance with the Corporate Bylaws and Standing Rules. This is especially important in the area of Travel Activities. Compliance is important to control the costs of our State provided insurance coverage. A high level of involvement and wide diversity of Branch activities is important for supporting our membership growth and retention goals. Regional Directors should consider supporting and encouraging activities at both the Area and Regional levels to support branches with minimal activities involvement.
4. Regional Directors should encourage the use of Area or Regional speaker bureaus where they are available to enhance the quality and vitality of the Branch Luncheon Meetings.
5. Regional Directors, together with their Area Governors, should assume the responsibility for leadership development in their Branches to assure the future of the SIR organization. This is vital, not only to the Branch officers, but also for the future Area Governors, Regional Directors and State Officers. The identification and development of potential candidates for branch leadership must be an ongoing and continuous effort. It is not sufficient just to fill the seats with warm bodies at the last moment.