

SIR LEADERS GUIDE

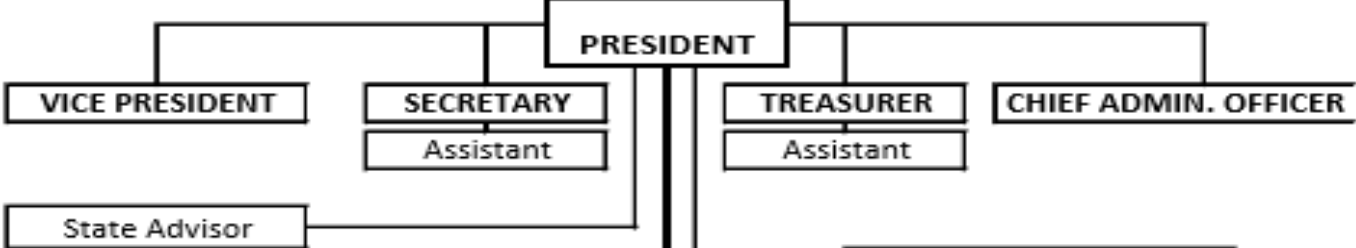


www.sirinc.org

Sons in Retirement --- Organization Chart



STATE BOARD OF DIRECTORS
 President
 Vice President
 Secretary
 Treasurer
 Assistant Secretary
 Assistant Treasurer
 Chief Administrative Officer
 Regional Directors

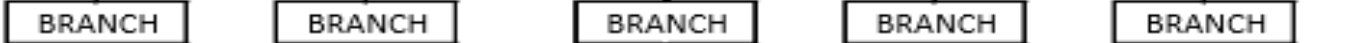
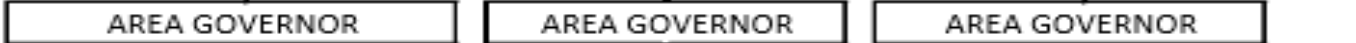
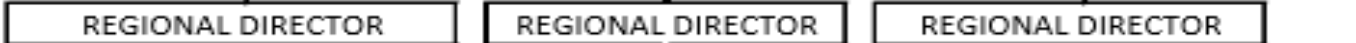


State Committees

Standing	Appointed or Sub
Nominating Audit Pres Advisory Rules Growth & Mbrshp Insurance Travel SIRARC Bowling Golf RV INFOSYS State Budget OC State Trng & Dev Bocce	State Badges State Certificates Spotting Events Mtg Arrgts Hardware Pins Forms Roster Manual Web Site Email Newsletter Database Publicity

Executive Committee:

President
 Vice President
 Secretary
 Treasurer
 State Advisor ex officio



BRANCH EXECUTIVE COMMITTEE
 Big Sir, Little Sir, Secretary, Treasurer, Assistant Secretary, Assistant Treasurer and 2 to 6 Directors



Rev 9/1/17, DB Sale

SIR LEADERS GUIDE

The Mission of SIR is to improve the lives of our members through fun activities and events – while making friends for life

SIR IS POPULAR BECAUSE IT IS SUCCESSFUL IN PROVIDING SOCIALIZATION OPPORTUNITIES FOR MEN RETIRED FROM FULL TIME GAINFUL OCCUPATION. A RANGE OF ACTIVITIES IS NEEDED TO APPEAL TO ALL RETIREES. OUR SURVIVABILITY CHALLENGE IS TO REMAIN HEALTHY AND VITAL AS OUR MEMBERS ADVANCE IN YEARS

New members are important to the health and vitality of any organization. New members are especially important for SIR because a continuous supply of new members is needed to replace outgoing members and maintain a healthy balance of newer and older members.

New members should serve as well as be served by the opportunities in SIR. New members are expected to serve on committees/teams and to take leadership roles when requested. Each member should bring in at least two new members to continue the legacy of SIR.

Our member expectations are few. Have the free time, be a friendly, sociable guy, participate in our luncheons and activities and introduce others to SIR so they can join in the fun. We are an all-volunteer organization, so our members need to help out when called upon.

This guide will assist leaders at all SIR levels to plan for and to implement policies and programs that will attract new members, retain members, strengthen branches and continue the success of SIR for the long term.

SIR LEADERS GUIDE

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PART ONE – SONS IN RETIREMENT (SIR)

BRIEF HISTORY

In early April 1958 Damian Reynolds and three friends, Claus J. Hink, Lorenz Hansen and later Wallace Plummer, all members of The Shriners' Royal Order of Jesters, conceived the idea of a retired men's organization. It would have a program of regularly scheduled meetings for the purpose of "maintaining old friendships, making new acquaintances, and promoting the general well being and dignity of the members of the organization." They established basic principles that remain today as the backbone of the organization.

A luncheon meeting at a specific time and place. Cost of lunch to be paid by the member. No initiation ritual or fees

Membership open to men retired from full or part time gainful occupation, regardless of age, race, color or religion *(Note: This has been changed in keeping with the times. Just have the discretionary free time to participate in activities and monthly luncheon.)*

No espousal of any political, religious, sectarian or fraternal philosophy or organization

On July 23, 1958 in San Mateo, Sons In Retirement was born with nine men as the founding members. Subsequently, more branches were formed until there were 179 branches at its peak. Branches added more activities for men and couples to increase the appeal for retired men and partners who could meet and become new friends for life.

ORGANIZATIONAL STRUCTURE

The basic structure consists of a parent corporation governed by a board of directors and separate subsidiary branch corporations governed by branch executive committees. Branches are authorized to exist and are regulated by the host corporation. The entire organization is commonly referred to as SIR. The geographic boundaries of the SIR organization are all of Northern California extending from the California/ Oregon Border to the Bakersfield environs.

SIR MISSION

The Mission of SIR is to improve the lives of our members through fun activities and events – while making friends for life.

PART TWO

SONS IN RETIREMENT, INC. (The “State”)

LEADERSHIP

The Board of Directors is the governing body. The members of the Board are the President, Vice President, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, and Chief Administrative Officer who are elected by the members of the Corporation at the annual meeting in August, and the Regional Directors, each of whom is elected by the Area Governors in his Region. The chart on the inside back cover illustrates this leadership structure. There is no paid staff.

SIRinc has Standing Committees charged with administering, advising and making recommendations. Some examples are the Policies & Procedures, Information Systems, Insurance, Budget Oversight and Growth & Membership Committees.

SIRinc also has Standing Activities Committees charged with administering major SIR activities including Bowling, Bocce, Golf and Travel Committees. Many members enjoy making new friends by participating in SIRinc sponsored activities locally, statewide and with Travel- internationally.

LEADERSHIP DEVELOPMENT

Leadership is a process of engagement which maximizes the achievement of a goal. Look through this guide for opportunities for your branch. Qualified State Officers are essential for attaining success of the SIR mission. It is important for current SIRinc leaders to identify members who embrace the SIRinc mission and provide them opportunities to develop leadership skills in preparation for serving in SIRinc leadership positions.

KEY LEADERS

The position descriptions for the following leaders are all found on the SIR website <http://www.sirinc.org/MemInfo/PosDesc/>.

PRESIDENT

The President is the Chief Operating Officer of SIR. He presides over all State Board Meetings and the Annual Meeting. Although he can delegate to other, he is ultimately responsible for the operations of SIR.

The President appoints all Standing Committee Chairmen and provides guidance to them. He is responsible for all State Expenses and works with the State Treasurer to monitor the State Budget.

The President works through the Regional Directors and Area Governors to promote the SIR Mission and monitor progress towards meeting SIR membership, attendance and other goals.

REGIONAL DIRECTOR

The Regional Director (RD) reports to the President, and assists the Areas and Branches in his Region to attain membership, member satisfaction, luncheon attendance and activities participation goals. He is a conduit for ideas and concerns between Area Governors and the State Board.

AREA GOVERNOR

The Area Governor (AG) is the principal State Officer assisting branches in his Area to attain membership, member satisfaction, luncheon attendance and activities participation goals. He does this through observing, training, coaching and mentoring Branch Officers. He works closely with his branches to build working relationships and provide them support to meet Branch Goals using RAMP training and other available tools. AGs are expected to visit each Branch at least once a year to observe the BEC and Luncheon and to offer constructive advice.

TRAINING MEETINGS

Regional Director & Area Governor Training

The State Training Committee conducts a training session for Regional Directors and Area Governors. RD and AG position descriptions, SIR Leader Expectations, Improving Leader Effectiveness, Assisting Branch BEC's, Recruiting Leaders and Volunteers and Working with other parts of SIR are presented and discussed.

Branch Leader Training

After the August Branch/State elections, the SIR State Training Committee spearheads training in each Region for all elected Branch officers, Nominating Committee Chairmen and RAMP (**R**ecruitment, **A**ctivities, **M**ember Relations, **P**ublicity) leaders.

PART THREE

BRANCH CORPORATIONS

LEADERSHIP

The Branch Executive Committees (BECs) are the governing bodies. The officers that serve on the BECs are the Big Sir, Little Sir, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer and from 2 to 6 Directors, all of whom are elected by the active branch members in attendance at the August luncheon meeting. There is no paid staff. The BECs delegate some branch administrative and activity functions to branch committees. For example Member Recruitment and Member Relations committees are administrative committees and Branch Golf and Bowling Committees are activity committees.

A major responsibility of the Branch Executive Committees is to establish goals and objectives that are consistent with the SIRinc Mission and Branch improvement.

A HEALTHY BRANCH DEFINED

A healthy branch is a growing one in which new members are recruited at a rate of **at least 10%** to offset attrition and achieve a net gain if possible. There should be at least ten Activities for members (some shared with spouses/partners) with a net gain of 1 activity each year. 70% or more of active members should attend regular luncheon meetings where fellowship and camaraderie is fostered.

LEADERSHIP DEVELOPMENT

Qualified Branch Officers are essential for maintaining branch health and vitality. It is important for current branch leaders to identify members who embrace the SIR mission as well as embody the SIR Leader attributes and provide them opportunities to develop leadership skills in preparation for serving in branch leadership positions. These members should be placed on the Branch “Future Leaders List” which should be reviewed and updated periodically.

LEADERSHIP EXPECTATIONS

SIR Leaders are expected to exhibit Enthusiasm, Open Mindedness and Knowledge of SIR. They should recognize the contributions of others, be skilled in Consensus Problem Solving and Decision Making and have the ability to Influence others. See the [SIR Leaders Self Assessment Worksheet](#).

COMMON BRANCH LEADERSHIP POSITIONS

Each Branch leadership role has a position description which is found on the SIRINC.ORG website (<http://www.sirinc.org/MemInfo/PosDesc/>). Also, see the Branch Officer Training Information Section on the Members Information web page. A synopsis of each position is included below:

BIG SIR

The Big Sir is the chief executive officer of the branch, a corporation under the laws of the State of California. He leads all of the affairs of the Branch, subject to SIR bylaws and rules, Branch regulations and the control of the Branch Executive Committee.

LITTLE SIR

The primary responsibility of the Little Sir position is to prepare to become an effective Big Sir and be prepared to take over for the Big SIR if needed.

BRANCH SECRETARY

The Branch Secretary is responsible for recording and publishing the Minutes of BEC meetings and handle Official Branch correspondence. He is responsible for seeing that a branch roster is produced and distributed. He is the official record keeper of Branch records (except Financial records).

BRANCH TREASURER

The Treasurer is the Financial Officer of the branch, a corporation under the laws of the State of California. He produces the monthly Cash Report (Form 28) and manages the Branch finances.

BRANCH MEMBERSHIP CHAIRMAN

The Branch Membership Chairman is responsible for the record keeping related to the Branch Roster, new member applications and inductions, and membership reporting. He is responsible for seeing that a Form 27 is produced and distributed.

BRANCH DIRECTOR

A Branch Director serves on the branch BEC and actively shares in the direction and well being of the Branch. He should be appointed to at least one Branch RAMP Committee as leader or assistant leader. All branch officers should be familiar with SIR Rules and Guidelines and visit the SIR website to become familiar with the many guidance documents.

NOMINATING COMMITTEE CHAIRMAN

This leader is responsible to ensure the branch nominates the best candidates for officer and director positions, to influence those candidates to accept nomination and to provide the branch with trained backup candidates for all officer and RAMP chairman positions.

CHAIRMAN (OR LEADER) RECRUITING TEAM

This leader is responsible to ensure the branch continues to grow and thrive by recommending and monitoring programs and processes to recruit first time guests and turn guests into applicants and eventually, members.

CHAIRMAN (COORDINATOR OR LEADER) ACTIVITIES

This leader is responsible to guide the development and enhancement of branch activities to meet the Sir Mission Statement of enriching members' lives.

CHAIRMAN (OR LEADER) MEMBER RELATIONS

This leader is responsible to ensure the branch is maintaining appropriate growth and is meeting the needs of its members by recommending and implementing approved programs and processes to improve member integration, satisfaction, and retention.

CHAIRMAN (OR LEADER) PUBLICITY & IMAGE

This leader is responsible to ensure membership candidates are (and, to a lesser extent, the general public is) aware of the Branch within its member recruiting area.

BEC MEETINGS

The future success or failure of the branch will be the result of the current decisions of the BEC. The BEC has total responsibility for all aspects of the Branch. Underlying all of these aspects is the need to maintain branch health for the long term. Branch health is directly related to the numbers of new members inducted annually and member retention. The loss of members or maintaining the status quo with respect to the number of branch members will ultimately result in branch failure.

The Big Sir and the other BEC officers are responsible for establishing Branch goals, policies and programs that will assure branch survival long term. Offsetting attrition, recruiting younger members (to maintain branch vitality as well as branch median age), and ending the year with membership growth are key to that survival. Review the current and

previous years' Form 27 at each BEC meeting to determine progress towards achieving membership and attendance goals. Corrective action needs to be initiated immediately if goals are not being met.

The Big Sir shall prepare and publish an agenda prior to each BEC meeting.

The following is a sample agenda which **should not take more than 90 minutes**.
Feel free to adjust to meet your Branch needs.

Sample Agenda — Branch Executive Committee Meeting

Branch XXX

Date

Big Sir

Welcome those in attendance, Introduce guests & Opening remarks

Secretary

Verify quorum and Present minutes of previous meeting for approval

Review current and next month's items from Schedule of Branch Operations

Communicate Branch Correspondences

Treasurer

Present Treasurer's (Form 28) report and significant new expenses for approval

Big Sir Report

Review recent Correspondence from SIR State Officers and State Committees

Report on items of current importance (e.g. New Member Recruitment)

Review the current Form 27 and compare to membership and attendance goals

Little Sir Report

Report on luncheon speakers scheduled

Report on status of branch reports and other activities of the Little Sir

Committee Reports

Membership

Report membership counts and changes. Get approval of inactive applications. Introduce applicants and sponsors if present (Pronounce names correctly), Make motion to accept applicants for membership

Attendance

Report on past and current attendance counts and delinquencies.

Recruiting

Report on new members and guests to date vs goal. Report on recruitment efforts/programs and use of SIR cards.

Activities

Report on member participation in Activities, Make recommendations for new activities.

Member Relations

Report on non-returning guests and member feedback

Publicity

Report on efforts to enhance SIR image and awareness in the community.

Other Committee Chairmen

Reports as appropriate (e.g. Nominating Committee)

Old Business

New Business

Anything for the good of the order

Announce date of next meeting

Remind those in attendance to bring a guest who can become a friend to the next luncheon meeting — Adjourn

LUNCHEON MEETINGS

Most members derive their initial satisfaction as members of SIR from the luncheon meetings. The luncheon meetings need to be held in good locations with good parking and a good sound system. The food must be good and the speakers interesting and entertaining. The entire luncheon event needs to be uplifting and satisfying. Member recognition during the meeting is very important. The Big Sir must take every opportunity to recognize those members by name that give reports or deserve recognition for their birthdays or other special reasons. Satisfied members will invite their friends. The Big Sir needs to remind those in attendance at each meeting to invite someone who could be a friend to come as a guest.

The Big Sir shall prepare an agenda for each luncheon meeting and adhere to it. The following is a sample 1-1/2 hour agenda. Feel free to adjust to meet your Branch needs.

**Sample Agenda
Luncheon Meeting**

Branch XXX

Date

Big Sir

Call to Order, Welcome all in attendance
Introduce the Chaplain or other who will give the invocation (Optional)
Pledge of Allegiance
Introduction of those at the head table (Optional)
Introduction of SIR dignitaries if any; invite comments if appropriate
Introduction of guests and visitors
Introduction of Branch photographer who will be taking pictures (Optional)
Introduction of new members and sponsors
 Short biographies of new members (Optional)
Comment on guest and membership goals
Introduction of Activities Chairman or Chairmen who will give brief reports
Humor time, jokes, etc. (Optional)

Little Sir or delegate

Read the list of birthday boys (pronounce names correctly)
Award prize winner or winners

Lunch

Little Sir

Introduce Speaker
Open questions for Speaker after talk
Remind those in attendance to bring a guest to the next meeting
Sing God Bless America (Optional)
Adjourn the meeting

BRANCH ASSESSMENT, GOALS AND ACTION PLANS

Each Branch has different problems that can be best addressed by first identifying areas which can be improved and then establishing goals and action plans to focus on these areas. Form 27 is used to track membership, guest, median branch age, activities and attendance goals each month at the branch BEC meeting. In December

or early January the BEC should complete a SIR Branch Assessment and set goals and action plans to improve areas identified as problematic.

The RAMP Toolkit

We have done a lot of the work for you, and it is found in the RAMP Toolkit. The Toolkit is found on sirinc.org. Click on Member's Information/Branch Officer Training Information/RAMP Toolkit 2019 Document. Let's take a walk through it.

Section 1. Growing our Branches

This section deals with the results of our studying 24 growth Branches and contrasting them to our typical Branches. We wanted to find out what the growth Branches were doing differently. We found eleven items that appear to be critical, and they are listed under Actions that Make a Difference. Lastly, there are suggestions regarding what your Branch can do to significantly improve.

Section 2. Self-Assessing our Branches

This section contains the SIR Branch Self-Assessment Form and notes that elaborate on the seven assessment categories. The assessment should be done annually by the BEC. We suggest that each BEC member independently complete the form then the Big Sir asks each for his rating and keeps score. After all BEC inputs have been obtained, the BEC should review the results and discuss potential goals and actions that will improve the rating category for those rating criteria that score poorly.

The next three Sections provide you with potential goals and actions to overcome areas on the Self-Assessment where the Branch is weak. They follow the format displayed below:

- Video Learning Points for the function
- An individual Goal and Action Worksheet for each of the RAMP and Nominating Committee functions that provides the BEC with specific goals and actions they can consider for improvement

The SIR Leader Training Videos

In 2016, the Growth and Membership Committee completed a series of training videos for the RAMP and Nominating Committee functions. SIR leaders must review all of them – it will only take about an hour of your time, and it will familiarize you with all the RAMP and Nominating Commission functions. Each video ends with a set of learning points,

The videos are found at <http://sirinc.org/MemInfo/BOTraining2017/> Or you can find them by going to sirinc.org and clicking on Member's Information/Branch Officer Training Information/Branch Leasers Training 2107/2018.

Section 3. Recruiting and Publicity

Video Learning Points

Goal and Action Worksheet

Section 4. Activities

Video Learning Points

Goal and Action Worksheet

Section 5. Member Relations

Video Learning Points

Goal and Action Worksheet

Sample Orientation Program Outline and Talking Points

Feedback Card for members and guests to place on luncheon tables

Section 6. Selecting our Leaders

Three Steps to Success to Successfully Recruit Leaders and Volunteers

Video Learning Points

Goal and Action Worksheet

Section 7. Setting our Goals

Video Learning Points

Goal Activity and Planning Worksheet

ACTIVITIES AND EVENTS

The monthly Branch Luncheon (with good speakers), Ladies Day Luncheons, picnics and BBQs are important activities. They must be in a good location with good food. Additionally, a wide selection of activities of interest to members and their partners are vital for member satisfaction. The interest and excitement of members will be enhanced by continually asking them to identify activities of interest to them and their partners and then creating at least ten activities in each Branch. Branch Activities Committees are very important in this effort.

Following is a list of some popular activities in which SIR members and partners are participating:

Antique Cars	Golf, Couples
Astronomy	Hobby Display
Backgammon	Hiking
Barbecuing	Horseshoes
Biking	Investments
Bocce Ball	Men Dine Out
Book Groups	Mexican Train
Bowling	Model Railroadng
Bridge, Duplicate	Pedro
Bridge, Party	Photography
Bridge, Couples	Ping Pong
Chess	Pinochle
Coins	Poker
Computers	Pool Billiards
Cooking	Radio Amateur
Cribbage	Recreational Vehicles
Dancing, Couples	Singing, Barbershop
Dining In, Couples	Singing, Chorus
Dining Out, Couples	Softball
Dominoes	Sports events, Couples
Explore and Dine, Couples	Stamp Collecting
Fantasy Baseball	Table Pool
Fantasy Football	Tennis
Fishing	Theater, Stage & Movies, Couples
Gardening	Time Shares
Genealogy	Travel, Couples
Golf, Eighteen Holes	Walking
Golf, Nine Holes	Walking, Couples
	Woodworking
	Wine Tasting, Couples
	Writing Life Stories
	Veterans
	Yoga

PART FOUR
ADMINISTRATIVE INFORMATION
WEBSITE (sirinc.org)

All SIR data that can be stored digitally are available on the SIR website sirinc.org, which is administered by the members of the Information Systems Committee (INFOSYS). SIR is a paperless organization, so all data and documents must be obtained from the website. Just go to the sirinc.org web site.



SIR Mission

HOW TO JOIN SIR

Branch Locations

Branch Websites

Member's Information

What is SIR?

How SIR Started

About the Rooster

SIR HAPPENINGS

LIKE US ON  **WATCH OUR VIDEO** 

Are you retired or semi-retired and want to make new friends, participate in fun activities and better enjoy your leisure time?

JOIN SIR and MAKE FRIENDS FOR LIFE!

SIR Membership is open to men regardless of age, race, national origin or religion. Begun in 1958, SIR has thousands of members and branches in most areas of Central and Northern California. Surely there is a Branch near you. See the "**Branch Locations**" button on the left for specific localities.

WE CREATE ACTIVITIES OUR MEMBERS ENJOY.

We have monthly luncheons with interesting speakers and good fellowship. Additionally, our members have lots of fun doing a variety of other activities such as golf, fishing, bowling, card games and computers. Many activities like travel, dining, picnics, and holiday parties include our ladies and guests. To get more information on our activities **Click on the Icons to the right.**

BUT THERE ARE SOME THINGS WE DON'T DO!

We don't raise money. We don't have a political agenda. We don't have a religious orientation. We don't sell light bulbs or anything else. We don't have a problem with organizations that do these things, its just that we don't. You've paid your dues to the working world - it's time to enjoy life.

Email Questions or Comment
[Click Here](#)

Popular Activities

  
Golf Booce Fishing

  
Cards Travel Dining

  
Computers Bowling Walking

  
Investing RV-ing Ham Radio

  
Tennis Parties Sports Events

[And Lots More](#)

Click on "**Member's Information**" and then click on the desired item for immediate access to the data.



MEMBER'S INFORMATION



STATE INFORMATION

A Few Good Men Needed

[Leaders Needed](#)

[SIR Position Descriptions](#)

Key Documents

[SIR FORMS](#)

[SIR Leaders Guide 2017](#)

[State Roster and Branch Locator](#)

[\[password needed - Contact Branch Sg. SIR for password\]](#)

[Schedule Of State Operations](#)

[SIR Rules Manual, Checklist and Revisions](#)

SIR State Communications

[Presidents Video Comments 1](#)

[SIR Happenings Newsletter](#)

[State Treasurer Reports](#)

[State Annual and Board Meetings](#)

[State Executive Committee Actions](#)

[Presidents Letters](#)

Region & Area INFORMATION

SIR RD/AG Leadership Training

[RD/AG Guides, Duties & Tools](#)

[AG & RAMP Trainers Training Dates](#)

[RD/AG Leadership Training Docs](#)

Area Improvement

[Ideas, Tools & Examples](#)

BRANCH INFORMATION

Membership Information

[Membership Statistics](#) NEW Monthly

[Branch Data Sheets](#)

[\[password needed-Contact Branch Sg. SIR for password\]](#)

[SAT Branch Membership Charts](#)

[Branch Membership Counts 2011-June 2015](#)

SIR Branch Officer Guides

[Br. Leaders Guides, Duties & Tools](#)

[Schedule Of Branch Operations](#)

Branch Improvement

[Ideas, Tools & Examples](#)

[PROJECT 2016](#)

[G & M Newsletters](#)

Branch Officer Training Information

[RAMP Toolkit 2017 Document](#)

[Branch Leaders Training 2016](#)

Travel Management Information

[Qualified Travel Agencies](#)

[Qualified Bus Companies](#)

[Travel Handbook](#)

How To Information

[Branch Banking](#)

[Merge Branches](#)

[Obtain a Nonprofit Mail Permit](#)

[Get Official SIR Logos](#)

[Get Letterhead Stationery](#)

[Raffles](#)

MISC. INFORMATION

SIR Promotional Items

[SIR Apparel](#)

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Organization Information

[SIR Organization Chart](#)

[SIR Hierarchy Level Table](#)

[Non-profit Documents](#)

[IRS Group Exemption Number](#)

[Worthy Causes](#)

[Primer - Use of SIR](#)

[Charter Day Presentation](#)

[SIR: A Club For Men](#)

[SIR History](#)

Computer User Information

[Publish Your Own Branch Website](#)

[Branch Website Model](#)

[SIR Database](#)

[\[password needed-for State Administrator Use Only\]](#)

Archived Member Information

[Archived Member Information](#)

SEARCH HERE

search engine by freemad

[advanced](#)

EMAIL

SIRinc communications are by email. If to all Branches, messages are addressed to a specific group like Big Sir or Branch Webmaster. Copies always go to:

1. The Branch Secretary as part of Branch correspondence,
2. The Big Sir so he knows what is going on,
3. State Administrators (Board, Adviser, Governors and State Committee Chairmen) and to anyone else that may be involved.

Most branch BEC communications are by email. Many branch newsletters and other branch documents are posted on branch websites or emailed. We strongly recommend that the Branch only consider Officers who have the skills to compose, send and receive email.

SCHEDULES OF OPERATIONS

For leaders at all levels there is a “Schedule of State Operations” and a “Schedule of Branch Operations.” These are summaries of meeting dates, due dates for document submittals, etc. They are updated annually and are very useful to State and Branch officers. They are available for printing from the sirinc.org web site, “Member’s Information” page “Key Documents” Section (top left of page). Also, see pages later in this booklet for the 2017 Schedules of State and Branch Operations. The 2018 Schedules will be posted on the web site when they are available.

SIR MANUAL (POLICIES AND PROCEDURES)

How to use the Manual

The current Manual is available to every member of SIR by accessing it on the “Member’s Information” page of the sirinc.org web site. To locate information in the Manual use the Table of Contents, the Index, or search for a topic by clicking on the little binocular icon located in the vertical side bar on the left side or hold the “Ctrl” key and press the “f” key (**CTRL-F**) and then type in the desired topic.

Policies, Procedures and Bylaws

There are separate Articles of Incorporation and Bylaws for SIRinc and for the Branch Corporations included in the SIR Manual. The Bylaws of SIRinc and of the Branch Corporations are akin to the United States Constitution. They can only be changed by a two thirds majority of the members of SIRinc in attendance at the August Annual Meeting. Policies and Procedures are similar to laws passed by the United State

Congress. They are adopted and changed by a majority vote of the SIRinc Board of Directors.

Updating the Manual

During the year, shortly after Policies and Procedures or Bylaws are changed, the Manual is revised on the web site under the supervision of the State Policies and Procedures Chairman. Branch Secretaries are notified of the changes by email. On the “SIR Manual” page of the sirinc.org web site, there are links to a complete copy of the Manual, a “Checklist of Revised Pages” and a “Summary of Changes”.

FINANCIAL, SIR INC

The President and members of the SIRinc Board of Directors maintain a high level of fiduciary responsibility by furnishing guidance to all SIR members and officers who handle SIR funds. SIRinc is responsible for liability insurance premium expenses and administrative expenses for services more efficiently handled centrally such as communication, postage, supplies, training, promotion, website, travel, lodging, meals, pins, plaques, certificates and such other SIRinc expenses that may be authorized by the Board of Directors. SIRinc expenses are defrayed through the assessment of Chartered and Provisional Branches on a pro rata membership basis. The current annual assessment is \$6.00 per member, payable \$1.50 per member quarterly.

Almost all of our income is from Branch Assessments. Where does this go? The two major operating costs are insurance for all Branches (47%) and for meetings, training and mileage (37%). Much of the 16% administration is for maintaining branch incorporation.

FINANCIAL, BRANCHES

Big Sirs and members of BECs are to maintain high levels of fiduciary responsibility by furnishing guidance to Branch members who handle SIR funds. The participants in Branch luncheons, activities and events shall be charged enough to pay for all expenses associated with these functions. Income to cover Branch overhead expenses for the SIRinc assessment, newsletters, officer expenses, Branch promotion, etc. shall be derived from assessments of active Branch members. The preferred, and most effective, method for generating income is by requesting lump sum annual assessments from all active members. The amount should be set according to each year's budget.

Branch Treasurers submit monthly Treasurers' reports at the BEC meetings. As a guide Branch cash reserves should be budgeted at about \$20.00 per member minimum at year end. (100 member branches should budget about \$2,000 in cash reserves at year end).

The Form 28, Monthly Cash Report, which includes branch financial data, is to be submitted by Branch Treasurers monthly on or before the tenth of the month to the SIRinc Assistant Treasurer, preferably electronically. It is intended to furnish data for reporting to the IRS and others as well as data for Area Governors and Regional Directors to monitor branch financial health.

Form 28 Cumulative data is for a calendar year, but the End of December balance must transfer as the Opening Balance for January. It must not be changed.

MEMBERSHIP STATISTICS

Form 27, Monthly Membership Report, which includes membership and luncheon attendance data, is submitted monthly to Branch Executive Committees, Area Governors, Regional Directors and State. (sirstateform27@gmail.com).

The data is intended to furnish monthly operating data useful to Branch Executive Committee Members for monitoring progress towards reaching membership and luncheon attendance goals.

Membership counts are usually referenced in the quarterly report to the Area Governor along with a narrative explanation indicating of why or why not the Branch is meeting its goals and how the Branch intends to achieve the goals if they are not being met.

ROSTERS

Roster, SIRinc

The State Roster Chairman compiles a State Roster annually which is published on the sirinc.org website in October and then updated throughout the year as needed. It includes the names and addresses of SIRinc elected officers, Regional Directors, Past Presidents, Area Governors, Appointees, State Committee members and a listing of the names of Honorary and Senior Honorary Life Members. It also includes a listing of all branches that includes branch number, name, meeting place, date and time of

luncheon meetings, number of active members and the names and addresses of the Branch Officers, RAMP Leaders, Nominating Chairman and several other Branch Leaders. Access is restricted to SIR members and requires use of a User Name and Password which is available from every Branch Big SIR.

Roster, Areas

The Area Governor can utilize the “Branches by Region and Area” report on the State Roster web page or he can compile his own Area Roster. A template for an Area Contact Roster can be found on the sirinc.org web site. It is in the Ideas, Tools & Examples web page in the Area Tools section.

Roster, Branches

The SIRinc agreement with the IRS requires that we have a complete list of all members updated yearly. The collection of Branch rosters fulfills this requirement. In addition, the State Database Chairman refers to these rosters on a daily basis to confirm member data like addresses, telephone numbers and name spelling.

For this reason branch secretaries are required to see that branch rosters are prepared and to send either printed copies or electronic copies (EXCEL format only) to the State Roster Chairman, Regional Director and Area Governor annually on or before March first.

We strongly recommend that Branch Rosters be prepared during November and December of the previous year so that all members start the new year off with a current roster and that the people preparing the roster have had at least a year in office so that the process is not new to them.

Branch rosters are for the private use of State and branch officers and members to use in communicating with branch members. Roster information is not to be given or sold to any entity outside of SIR.

TRAVEL

Travel is one of the most popular SIR activities. It also creates significant potential liabilities. The SIRinc Travel Committee is responsible for administration of THE TRAVEL CODE. Over the years SIRinc has adopted rules and procedures that promote travel and limit liability exposure at the same time. These are embodied in the TRAVEL CODE found in Rules 360 through 454 of the SIR Manual. The BECs must approve all travel events so BEC members need to be knowledgeable about these

Rules. The importance of complying with these rules and procedures to minimize liability insurance expenses can't be overstated. The liability insurance policy covers travel events inside the USA with a limit of \$1,000,000. For travel outside the USA (including its Territories and Possessions), there is a \$27 surcharge for each event that is contracted by SIR or any of its Branches to help pay for this insurance.

RECOGNITION AND AWARDS

SIRinc provides Honorary and Senior Honorary Life Membership awards for State and Branch leaders and branch members for extraordinary achievements (See Form 45). The President, or his designee, is to present these awards. Regional Directors, Area Governors should make an effort to attend these presentations.

Senior, Super Senior and Century Certificates are awarded to those who reach the ages of 90, 95 and 100 respectively. The Big Sir of the Branch must submit a Form 6—Senior Certificate Order Form - directly to the State Certificates Chairman for processing. The Certificate will be sent back to the Big Sir for framing. The Big Sir should present these Certificates. The awards shall be presented at a suitable SIR function or regular monthly luncheon. Branches should record branch achievements on their website.

WORTHY CAUSES

SIR is an organization formed to provide for the social needs of its members. SIR provides its members with social opportunities through participation in SIR activities and events. There are additional exposures to risks, and greater insurance expenses, associated with providing benefits to those who are not SIR members. This is the reason for Rule 13 prohibiting support of worthy causes and affiliations outside of SIR. Service clubs, such as Lions Clubs, Meals on Wheels, Blood Banks and other non-profit public benefit organizations exist to serve others with special needs who are not members of their organizations; and they do a fine job, a needed job. The purposes of these organizations are to support civic and other charitable causes. SIR does not support any causes. No event may act as a fund raiser for any other event or activity.

INSURANCE

The SIRinc Insurance Program provides protection for SIR members at all levels for officially designated SIR functions. The SIRinc Insurance Committee administers the insurance program. The annual premium is based partially upon the total number of

SIR members. It is the single highest expense of SIRinc. The following provides a synopsis of the SIRinc Insurance Program:

Serving Alcoholic Beverages

Any SIR member selling and serving alcohol must be trained and certified through Bartenders training course via the internet. Any branch that generates income from selling alcohol must report annual income to the insurance chairman. This is a mandate from our insurance company. **At any Branch function where SIR is providing alcoholic beverages, the Alcoholic beverages must be served by certified SIR member bartenders OR the participants must serve themselves...no exceptions.**

Hiring of Caterers Policy

Some Branches hire caterers directly to provide food service to Branch luncheons, BBQs, picnics, etc. This can raise insurance liability issues. If you Branch does not use an Independent caterer, complete Form 63. If you use an independent caterer for any reason, ask them to sign Form 64 for your Branch. In addition, the caterer will need to obtain a "Certificate of Liability Insurance" from its insurance agent or broker naming THE SIR ENTITIES as printed on the Form 64, as additional insureds. Take and/or keep a copy for yourself, and send or email a copy to the SIR State Insurance Chairman.

Business Package Policy

General Liability: Insures SIR, its branches and members, against claims which may have been caused by members at an "authorized function" resulting in injuries to person(s) or property. The protection is up to \$1,000,000 for any one claim and \$2,000,000 for all claims in one policy year, which is May 1 through April 30. Note: An "authorized function" is a function that has been approved by the Branch Executive Committee for branches and the State Board for state functions. It includes picnics, travel, golf, bowling, etc. **Approval for every activity must be renewed each year by the BEC.**

Vehicle: When a member uses his own vehicle for an approved SIR function SIR may also be liable for an accident claim. Under California law all vehicles owners are required to have liability insurance, but SIR may be responsible for all claims in excess of the member's insurance limit.

Liquor Liability: If a branch serves its own liquor (as differentiated from a restaurant where members buy individual drinks) the branch is required to obtain a liquor license

from the State ABC. The policy is effective if the license has been obtained and the function is an authorized function.

Fire Damage Legal Liability: If a facility is damaged by fire during an authorized function SIR is insured up to a maximum of \$300,000. There is excess coverage up to \$1 million.

Voluntary Medical Payment: There may be instances when SIR may not be legally responsible for an injury to a person. The insurance carrier may elect to make a voluntary payment up to \$5,000.

Property and Valuable Records: Replacement of damaged property belonging to the Corporation is insured up to \$26,000 and valuable records up to \$10,000.

Fidelity Bond: All officers, directors and members of SIR are bonded up to \$100,000 for dishonest acts.

Money and Securities: A loss due to burglary or robbery is covered up to \$25,000 on our premises or banking facility (with a \$1,000 deductible) and \$5,000 in custody of a “messenger” (i.e. A branch treasurer taking luncheon payment to the bank).

Excess Liability

It extends our basic liability policy coverage up to \$6,000,000 on any one claim and \$7,000,000 for all claims in one policy year.

Directors and Officers Liability Coverage

Directors and Officers of the SIRinc Board of Directors and all Directors and Officers of the Branch Board of Directors are covered for up to \$2,000,000 for unintentional negligent act errors or omission in the performance of their duties.

Certificates of Insurance

SIRinc provides certificates of liability insurance coverage that may be required by the owners or operators of facilities where SIR meetings, activities or events are held. These certificates are available on the sirinc.org web site in the Forms Section. Form 8, “Insurance Certificate Request” is to be filled out and forwarded to the SIRinc insurance broker listed on Form 8 in accordance with Form 8 instructions.

What State Does for Branches

SIR Provides:

LEADERSHIP & ORGANIZATION	ACTIVITIES, RECOGNITION & COMMUNICATIONS
Rules and Guidelines	State sponsored Activities
SIR Manual	Golf
SIR Leaders Guide	Bocce
State Roster	Bowling
Membership Records, Statistics	Travel
Training	Certificates
Regional Director	Newsletter (SIR Happenings)
Area Governor	Website (www.sirinc.org)
Branch Officers	Branch Website Hosting
RAMP Committees	

SIR Provides:

INSURANCE LIABILITY	EXCESS LIABILITY
Vehicle	DIRECTORS & OFFICERS
Liquor	Unintentional negligent act
Fire Damage	Errors or omissions
Voluntary Medical Payment	CERTIFICATES OF INSURANCE
Property & Valuable Records	For owner/operators of facilities
Fidelity Bond	Where SIR meets
Money & Securities	

✚ SIR Provides:

TAX FILING FOR CALIFORNIA AND FEDERAL 501-C4
Each Branch is a separate Corporation and Tax forms are filed individually for both California and Federal taxes

Annual SIR Schedule of STATE Operations

Revision 02/28/2019

MEETINGS	STATE SECRETARY	STATE TREASURER	REGIONAL DIRECTOR	AREA GOVERNOR	OTHER ITEMS
ROUTINE			Receive Forms 27 & 28 by the end of the month.	Receive Forms 27 & 28 by the end of the month.	Asst State Treasurer receive Branch Form 28 Cash Reports by the 10 th of every month for the previous month. ALL submit final year-end Form 15 Expense Voucher to the out-going Vice President by 1/15. Receive Form 27 by the 10th of the month for the previous month via SirStateForm27@Gmail.com
JANUARY Regular Board meeting – The President submits the annual budget and Branch assessment amount to the Board at the January Board Meeting.	Send notice of Board meeting at least 10 days prior to meeting Post minutes of the Board meeting to Website within 20 days	Issue quarterly Branch pro rata assessments by 1/1. Send financial report to State Board Members monthly.		Receive notice of Branch transfer of records by 1/31.	
FEBRUARY			Receive Branch Membership Rosters by end of February Receive Branch Annual Audit Reports by 2/20.	Receive Branch Membership Rosters by end of February. Receive Branch Annual Audit Reports by 2/10.	Asst State Treasurer receive Branch Annual Audit Reports by 2/20
MARCH	Send notice of Board meeting at least 10 days prior to April Meeting	File Form RF-1 Charitable Trust Renewal with Calif. Attorney General by 4/15.			

Annual SIR Schedule of STATE Operations - continued

MEETINGS	STATE SECRETARY	STATE TREASURER	REGIONAL DIRECTOR	AREA GOVERNOR	OTHER ITEMS
APRIL Regular Board meeting.	Post minutes of the Board meeting to Website within 20 days	Issue quarterly Branch pro rata assessments by 4/1. File IRS Electronic Exempt Post Card for each Branch.	Hold Regional Meeting in April or May after Regular Board Meeting	Hold Area Meeting in April or May after Regional Meeting	State Nominating Committee receives Form 43 Applications for Elected State Office prior to 4/15. ALL-Submit prior qtr. Expense Form 15 by 4/15.
MAY Regular Board meeting if scheduled	Send notice of Board meeting at least 10 days prior to June Meeting.		Hold Regional Meeting in April or May after Regular Board Meeting	Hold Area Meeting in April or May after Regional Meeting.	State Committee Nominations to President by 6/1
JUNE Regular Board meeting if scheduled	Post minutes of the Board mtg. to Website within 20 days				Rules Comm submit changes 45 days prior to annual meeting.
JULY	Send notice of Annual Meeting at least 30 days prior to meeting	Issue quarterly rata Branch pro Assessments by 7/1			ALL-Submit prior qtr. Expense Form 15 by 7/15.
AUGUST Annual Meeting of Members of the Corporation.	Post minutes of Annual meeting to Website within 20 days after the meeting Receive F44A's from Area Gov's & Region Dir's – Send to State	Submit updated Subordinate Corporation listing to the IRS.	Conduct election of next year Regional Director with Area Governors & have the RD-Elect submit Form 44A to State Secretary.	Conduct election of next year Area Governor with Big Sirs & Little Sirs & have the AG-Elect submit Form 44A to State Secretary.	State Roster Chairman receives next year's Form 20's Branch Personnel by 8/31 even if all Branch positions have not been filled.

	Database Chair.				
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Annual SIR Schedule of STATE Operations - continued

MEETINGS	STATE SECRETARY	STATE TREASURER	REGIONAL DIRECTOR	AREA GOVERNOR	OTHER ITEMS
SEPTEMBER	Report results of Regional Director & Area Governor elections to State Database Chair.		Next year's Regional Directors attend Leader Training Seminar.	Next year's Area Governors attend Leader Training Seminar.	President-elect advise Database Chair of next year's Appointees.
OCTOBER Leader Training Seminar & Installation of next years Area Governors.	Send notice of Board meeting at least 10 days prior to mtg.	Issue quarterly Branch Pro Rata assessments by 10/1			State Roster Chairman produces next year's State Roster, associated reports & post to Website. ALL-Submit prior qtr. Expense Form 15 by 10/15.
NOVEMBER Regular Board meeting. President installs next year's State Board members.	Post minutes of Board meeting to Website within 20 days after mtg.				On or before December 15th the Budget Oversight Committee (BOC) shall submit to the President Elect an annual budget.
DECEMBER	Send notice of January Board meeting at least 10 days prior to meeting				Rules Comm submit changes 45 days prior to annual meeting. ALL-Submit prior qtr. Expense Form 15 by 1/15.

Annual SIR Schedule of BRANCH Operations

Revision 02/28/2019

When	BIG SIR	LITTLE SIR	SECRETARY	TREASURER	OTHER
It is important to start preparing for the following year as soon as the Big Sir and his team are elected.					
Previous September	Big Sir Elect begins selecting Nominating, Audit Committee and all Branch Committee Chairmen including; administrative and RAMP Committees and members				
Previous December	Big Sir Elect confirms Nominating, Audit Committee and all Branch Committee Chairmen including; administrative and RAMP Committees and members prior to January 1st.				
Routine	<p>Hold regular monthly luncheon meetings as established by the Branch BEC. Ladies Day and other events inviting ladies may be held in lieu of regular luncheon meetings each year.</p> <p>Check calendar for future holidays that may necessitate changing regular luncheon meeting day.</p> <p>Big Sir may call special meetings of Officers or members with at least 5 days written notice.</p>	<p>Identify guest Speakers for the new Year. May establish a Committee to assist.</p> <p>Review SIR Schedule of Branch Operations monthly to ensure compliance and report any non compliance to BEC</p>	<p>Send minutes to Area Governor & Regional Director by the end of the month or send memo to them when a BEC meeting is not held.</p> <p>Notify State Roster Chairman of any changes to Form 20 Branch Personnel. <u>ESSENTIAL</u></p> <p>Send notice of Branch Records transfer to Area Governor by 1/3/</p> <p>Report to BEC monthly on correspondence received and upcoming submittals due</p>	<p>Send Form 28 - Monthly Cash Report to Asst. State Treasurer by the end of each month <u>CRITICAL</u></p>	<p>Bulletin Editor -Ensure Branch bulletin is sent to all Branch members, Big Sirs of Area Branches, Area Governor & Regional Director.</p> <p>Bulletin Editor - Send articles and photos from the Branch bulletins as separate items or the entire bulletin as a text document to Sir Happenings (JLSABO3@Comcast.Net).</p> <p>Membership Chrmn ensures that Form 27 - Membership Status is submitted by the end of each month <u>CRITICAL</u></p>
January	<p>Confirm Nominating and Audit Committee Chairmen appointments have been made.</p> <p>Complete installation of Officers and Directors not previously installed.</p> <p>Communicate Goals and Action Plans for coming year to membership. Include in BEC minutes, Newsletter, and website</p> <p>Secure approval of the year's Branch activities and record in BEC minutes. <u>ESSENTIAL</u></p>	<p>Verify SIR State assessment was paid by 1/15 <u>CRITICAL</u></p> <p>Review SIR Schedule of Branch Operations monthly to ensure compliance and report any non compliance to BEC</p>	<p>Send BEC meeting minutes to Area Governor & Regional Director by the end of the month or send memo to them when a BEC meeting is not held.</p> <p>Report to BEC monthly on correspondence received and upcoming submittals due</p>	<p>Pay SIR State assessment by 1/15, basis is November active members. <u>CRITICAL</u></p> <p>Send Form 28 - Monthly Cash Report to Asst. State Treasurer by the end of each month <u>CRITICAL</u></p>	<p>Branch Officers transfer all records to the incoming Officers by January BEC meeting.</p> <p>Audit Committee Chairman completes Branch Audit of books and records of all financial transactions including Branch activities like Golf, Bowling, etc. by the Branch Audit Committee <u>ESSENTIAL</u></p> <p>Membership Chrmn ensures that Form 27 - Membership Status is submitted by the end of the month <u>CRITICAL</u></p>

Annual Schedule of BRANCH Operations - continued

When	BIG SIR	LITTLE SIR	SECRETARY	TREASURER	OTHER
Feb	File Caterer Insurance Form 63 or 64 (as applicable) with the Insurance Committee. <i>Note: Submittal of the applicable form is due prior to the expiration of the current insurance as this would be a major liability exposure to the Branch and to the SIR Organization</i> <u>CRITICAL</u>	Verify that Branch Audit Report - Form 29 along with the Dec Form 28 has been sent to Area Governor by 2/10. <u>CRITICAL</u> Review SIR Schedule of Branch Operations monthly to ensure compliance and report any non compliance to BEC	Mail printed copy of Membership Roster to State Roster Chairman & provide a copy (by any media) to Area Governor & Regional Director. <u>ESSENTIAL</u> Send BEC meeting minutes to Area Governor & Regional Director by the end of the month or send memo to them when a BEC meeting is not held. Report to BEC monthly on correspondence received and upcoming submittals due	Send Branch Audit Report - Form 29 Along with the December Form 28 to Area Governor by 2/10. <u>CRITICAL</u> Send Form 28 - Monthly Cash Report to Asst. State Treasurer by the end of each month <u>CRITICAL</u>	Membership Chrnm ensures that Form 27 - Membership Status is submitted by the end of the month <u>CRITICAL</u>
March	Solicit proposed amendments to SIR Branch Bylaws and submit to Area Governor <u>IMPORTANT</u>	Review SIR Schedule of Branch Operations monthly to ensure compliance and report any non compliance to BEC	Send BEC meeting minutes to Area Governor & Regional Director by the end of the month or send memo to them when a BEC meeting is not held. Report to BEC monthly on correspondence received and upcoming submittals due	Send Form 28 - Monthly Cash Report to Asst. State Treasurer by the end of each month <u>CRITICAL</u>	Nominating Committee makes a progress report to BEC. (See May) Membership Chrnm ensures that Form 27 - Membership Status is submitted by the end of the month <u>CRITICAL</u>
April		Review SIR Schedule of Branch Operations monthly to ensure compliance and report any non compliance to BEC	Send BEC meeting minutes to Area Governor & Regional Director by the end of the month or send memo to them when a BEC meeting is not held. Report to BEC monthly on correspondence received and upcoming submittals due	Pay SIR State assessment by 4/15, basis is February active members <u>CRITICAL</u> Send Form 28 - Monthly Cash Report to Asst. State Treasurer by the end of each month <u>CRITICAL</u>	Nominating Committee makes a progress report to BEC. (See May) Membership Chrnm ensures that Form 27 - Membership Status is submitted by the end of the month <u>CRITICAL</u>

May	Receive next year's Branch Officers slate from Nominating Comm. by 5/31.	Review SIR Schedule of Branch Operations monthly to ensure compliance and report any non compliance to BEC	Send BEC meeting minutes to Area Governor & Regional Director by the end of the month or send memo to them when a BEC meeting is not held. Report to BEC monthly on correspondence received and upcoming submittals due	Send Form 28 - Monthly Cash Report to Asst. State Treasurer by the end of each month CRITICAL	Nominating Committee submits proposed slate of Branch Officers to Big Sir & BEC Membership Chrmn ensures that Form 27 - Membership Status is submitted by the end of the month CRITICAL
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Annual SIR Schedule of BRANCH Operations - continued

When	BIG SIR	LITTLE SIR	SECRETARY	TREASURER	OTHER
June		Review SIR Schedule of Branch Operations monthly to ensure compliance and report any non compliance to BEC	Send BEC meeting minutes to Area Governor & Regional Director by the end of the month or send memo to them when a BEC meeting is not held. Report to BEC monthly on correspondence received and upcoming submittals due	Send Form 28 - Monthly Cash Report to Asst. State Treasurer by the end of each month CRITICAL	Membership Chrmn ensures that Form 27 - Membership Status is submitted by the end of the month CRITICAL
July	Submit BEC nomination for next year's Area Governor.	Review SIR Schedule of Branch Operations monthly to ensure compliance and report any non compliance to BEC	Send Form 20 - Branch Personnel for next year to State Roster Chairman if this can't be done in August due to a special event. Send BEC meeting minutes to Area Governor & Regional Director by the end of the month or send memo to them when a BEC meeting is not held. Report to BEC monthly on correspondence received and upcoming submittals due	Pay SIR State assessment by 7/15, basis is May active members. CRITICAL Send Form 28 - Monthly Cash Report to Asst. State Treasurer by the end of each month CRITICAL	Bulletin Editor includes nominations for next year's Officers in the July bulletin, or by written notice to each member. Membership Chrmn ensures that Form 27 - Membership Status is submitted by the end of the month CRITICAL
August	Big Sir and Little Sir attend SIR State Annual Meeting, or BEC must appoint an alternate to attend. Hold election of next year's Branch. Officers.	Review SIR Schedule of Branch Operations monthly to ensure compliance and report any non compliance to BEC	Send Form 20 - Branch Personnel for next year to State Roster Chairman prior to August 31 even if no elections were held ESSENTIAL Send BEC meeting	Send Form 28 - Monthly Cash Report to Asst. State Treasurer by the end of each month CRITICAL	Big Sir & Little Sir attend Area Governor's meeting to elect next year's Area Governor by 8/31. Membership Chrmn ensures that Form 27 -

			minutes to Area Governor & Regional Director by the end of the month or send memo to them when a BEC meeting is not held. Report to BEC monthly on correspondence received and upcoming submittals due		Membership Status is submitted by the end of the month CRITICAL
September	Big Sir to ensure that Big Sir & Little Sir Elect and Secretary & Treasurer Elects or alternates attend annual Leadership Training in September or October. Invite BEC-Elects to BEC meetings	Conduct a BEC and Luncheon Meeting in order to gain advance training in this position while still working with the current Big Sir. Review SIR Schedule of Branch Operations monthly to ensure compliance and report any non compliance to BEC	Send BEC meeting minutes to Area Governor & Regional Director by the end of the month or send memo to them when a BEC meeting is not held. Report to BEC monthly on correspondence received and upcoming submittals due	Send Form 28 - Monthly Cash Report to Asst. State Treasurer by the end of each month CRITICAL	Big Sir & Little Sir attend Area Governor's meeting to elect next year's Area Governor by 8/31. Membership Chrmn ensures that Form 27 - Membership Status is submitted by the end of the month CRITICAL

Annual SIR Schedule of BRANCH Operations - continued					
When	BIG SIR	LITTLE SIR	SECRETARY	TREASURER	OTHER
October	Big Sir to ensure that Big Sir & Little Sir Elect and Secretary & Treasurer Elects or alternates attend annual Leadership Training in September or October.	Review SIR Schedule of Branch Operations monthly to ensure compliance and report any non compliance to BEC	Send BEC meeting minutes to Area Governor & Regional Director by the end of the month or send memo to them when a BEC meeting is not held. Report to BEC monthly on correspondence received and upcoming submittals due Order Past Big Sir pin - Form 23. (Optional)	Pay SIR State Assessment by 10/15, basis is August active members. CRITICAL Send Form 28 - Monthly Cash Report to Asst. State Treasurer by the end of each month CRITICAL	Membership Chrmn ensures that Form 27 - Membership Status is submitted by the end of the month CRITICAL
November	Install next year's Officers in November or December	Review SIR Schedule of Branch Operations monthly to ensure compliance and report any non compliance to BEC	Send BEC meeting minutes to Area Governor & Regional Director by the end of the month or send memo to them when a BEC meeting is not held. Report to BEC monthly on correspondence received and upcoming submittals due	Send Form 28 - Monthly Cash Report to Asst. State Treasurer by the end of each month CRITICAL	Membership Chrmn ensures that Form 27 - Membership Status is submitted by the end of the month CRITICAL
December	Install next year's Officers if not installed in November. Big Sir to schedule a meeting with the New BEC to Develop Goals & Action Plans and assign responsibilities for the next year.	Assist Big Sir Elect with Goals and Action Plans for next year Review SIR Schedule of Branch Operations monthly to ensure compliance and report any non compliance to BEC	Send BEC meeting minutes to Area Governor & Regional Director by the end of the month or send memo to them when a BEC meeting is not held. Report to BEC monthly on correspondence received and upcoming submittals due	Send Form 28 - Monthly Cash Report to Asst. State Treasurer by the end of each month CRITICAL	Big SIR-Elect confirms Nominating and Audit Committee appts & completes appt of admin Committee Chairmen and members prior to 1/1. Membership Chrmn ensures that Form 27 -

					Membership Status is submitted by the end of the month <u>CRITICAL</u>
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