



SONS IN RETIREMENT

A Non-Profit Public Benefit Corporation For Retired Men Devoted to the
Promotion of Independence and Dignity of Retirement

Branch# 172, Twain Harte
PO Box 1143
Twain Harte, CA 95383

BULLETIN EDITOR

SIR POSITION DESCRIPTION

Notwithstanding the general position requirements set forth below, the Sir member nominated or appointed to this position can review the complete and official position description under Division 2, Part 3, Article 12, Rule 270 to 273 of the State Sir Manual by searching the Sirinc.org website

(sirinc.org / [Members Information](#) / [Key Documents](#) / [SIR Rules Manual, Checklist and Revisions](#)).

Any Branch Officer or Director can assist you in finding this material. The Branch 172 Records and Resources Committee binder can also be helpful in this regard.

Position Name: Bulletin Editor

Position Duration: Minimum of one (1) year

Position Time Required Per Month: 4 hours

Position Skills:

- Computer skills
- Good sense of proper word use; creative publishing techniques

Position Description:

- Communication is necessary within each Branch to keep the members informed of the Branch and Corporate activities. To meet this need, each Branch should have a monthly bulletin or other means of communication to transmit information to Branch members
- Bulletins will be transmitted electronically to all members with computers and email addresses. Print copies will be available at the monthly luncheon for non-computer members
- Paid advertising in the bulletin is prohibited. Acknowledgement of gratuitous printing shall be contained to the back page and shall contain only the name, address, telephone number, and email address of the entity and a concise description of the entity, such as: "a gambling casino, bar and restaurant"; "a full-service bank"; "a supermarket-pharmacy-deli"; along with their logo is permissible. Acknowledging more than three entities is prohibited
- The Branch Bulletin Editor shall cause each monthly Branch bulletin to be sent to all Branch active and inactive members, the Branch's Area Governor, Regional Director, Big Sirs in the Branch's Area, the Editor of SIR Happenings and the State President as well as others the Branch Executive Committee may designate.
- To ensure that every member receives notice of State events, each Branch shall make available to its members literature supplied to it concerning each State event and shall include information concerning the event in its bulletins issued during the period in which deposits for the event are being accepted