



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

LITTLE SIR

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 3, Rule 170 to 172 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: Little Sir

Position Area of Responsibility: Branch Executive Committee - Officer

Position Duration: One (1) year term or longer

Position Time Required Per Month:

Position Skills:

- Computer use of word processing and spreadsheet software
- Leadership qualities and organizational skills
- Good communication skills

Position Description:

- In the absence or inability of the Big Sir, or at his request, the Little Sir shall perform all of the duties of the Big Sir. When doing so, he shall have all of the powers of, and shall be subject to, all restrictions placed upon the Big Sir or the Branch Executive Committee.
- The Big Sir elect or his designate shall represent his Branch at the yearly October Training Session.
- The Little Sir is responsible for scheduling monthly lunch dates with venue, arrange for speakers and assists the Big Sir on other special event planning. Monthly, he will provide a Speaker biography to the Bulletin Chairman
- The Little Sir represents the Branch in negotiating the luncheon menu and per member cost with his counterpart in Branch 77 and 136, the luncheon caterer and the Branch luncheon service coordinator. The Little Sir elect will sign the luncheon contract on behalf of the Branch.
- To prepare for his future term as Big SIR, the Little SIR should consider working with each BEC officer to prepare their reports (Form 27, Form 28, Bulletin/Newsletter and Minutes).
- Become familiar with the State SIR Manual and Guidelines for an overview of Branch rules.
- Search the SIR Happenings PDF archive for ideas that work in other branches. Meet quarterly with other Area Little Sirs to discuss problems and solutions. If the BIG SIR Elects, he attends a State Training Session for incoming BIG SIRs.