



## **SIR – Social Activities for Men**

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

Chapter# 172, Twain Harte

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### **LITTLE SIR**

### **SIR POSITION DESCRIPTION**

Notwithstanding the general position duties set forth below, the Sir member nominated or appointed to this position can review the complete and official position description in the current State Sir Manual or website at [Branch Job Descriptions – SIR \(sirinc.org\)](#)

**Position Name:** Little Sir  
**Position Area of Responsibility:** Branch Executive Committee - Officer  
**Position Duration:** One (1) year term or longer

#### **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.
- Monitor and perform duties as listed on the Annual Schedule of Branch Operations
- Become familiar with the SIR State Manual and Guidelines for an overview of Branch rules
- Search the SIR Happenings archive for ideas that work in other branches.
- The Big Sir-elect and Little Sir-elect or other members designated 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.
  - Facilitating the monthly lunch by receiving the estimated attendance from the Attendance and notifying the designated venue management. Venue requires the number of registered attendees on a specified date in order to ensure meals for every attendee

To prepare for his future term as Big SIR, the Little SIR should consider working with each BEC officer to prepare their reports (Finance Form 28, Bulletin/Newsletter and Minutes).