

# **SIRS BRANCH 125 NOMINATING COMMITTEE**

## **OBJECTIVE**

It is the task of the Branch Nominating Committee to select a slate of nominees to stand for election as Branch Officers to serve during the ensuing calendar year. The members selected have a high probability of being elected and will exert a dominant influence on the character and success of the Branch for many years to come. It is therefore incumbent on the Committee to carefully examine the qualifications of the potential candidates not only for their expertise in fulfilling the duties of the office, but also for their proven and expected dedication in making the Branch more attractive to its members and potential members.

## **APPROACH**

To meet the above objectives, the Nominating Committee will:

- Compile a list of members who have seniority in Sirs of several years and are expected to have the enthusiasm and physical ability to become involved for several years to come
- Identify members who have been active as Committee Chairmen or committee volunteers or who have participated in the various SIRS activities
- Identify members who, in SIRS or in previous activities/occupations, have demonstrated a capability and a desire for becoming involved
- Associate these potential candidates with the various offices to be filled
- Contact these potential candidates and determine their interest in candidacy
- Interview each candidate - evaluate their potential
- Select the most appropriate candidate for each office.

## **BIG SIR**

In general, subject to the control of the Branch Executive Committee, the Big Sir shall control all of the affairs of the Branch in accordance with the Corporate and Branch By-Laws and Standing Rules, with due consideration being given to the Guidelines.

Nomination of the existing Little Sir for Big Sir is automatic unless he declines.

## **LITTLE SIR**

The duties of the Little Sir shall include performing routine luncheon activities such as arranging seating and introducing the head table, announcing birthdays, etc. In addition, the Little Sir will be required to attend and participate in 4 to 5 SIR Regional and State meetings. 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 so acting, he shall have all of the powers of, and shall be subject to all restrictions placed upon, the Big Sir.

The prospective Little Sir should expect to be nominated for Big Sir next year and express a willingness and desire to make this commitment and possess the qualifications of this position. Ideally, he has attended numerous Executive meetings and has knowledge of Sir functions, activities and procedures. To fulfill these positions, he should have demonstrated leadership and shown initiative in Sir's activities, be comfortable in a crowd, enjoy people, and have been a member for several years.

## TREASURER

The Treasurer is responsible collecting member donations, being custodian for special activity funds (BBQ, Christmas party, etc.), all banking and payment of branch expenses. He provides monthly reports to the State SIRS and to the Branch 125 Executive Board and is responsible for establishing a budget and monitoring its status.

The Treasurer should have been a member of SIRS for at least one to two years and because of the complexity and learning time, it is desirable that he be willing to serve for two years. The ability to use computer software for monitoring the bank account and providing reports and budgets is highly desirable. With the use of a computer it is estimated the position will require less than 5 hours per month, otherwise approximately 10.

## ASSISTANT TREASURER

The Assistant Treasurer serves primarily as a backup to the Treasurer when he is unavailable by depositing luncheon donations and writing checks. He should be amenable to succeeding the Treasurer if he is unable to finish his term or when his term expires. He should have been a member for at least one year.

## SECRETARY

The Secretary is the primary interface with the State. He is responsible for taking and distributing Executive Board minutes, maintaining Branch incorporation material (Form S/O 100), forwarding the roster to the State, sending minutes of all Executive and special meetings to the Area Governor, notifying SIRS State of newly elected officers or changes. He is responsible for ordering branch supplies (forms pins etc.), distribution of changes and updates to the SIRS Manuals.

The Secretary should have been a member of SIRS for at least one to two years and because of the complexity and learning time, it is desirable that he be willing to serve for two years. Any candidate should expect to spend approximately 5 hours a month in this position.

## ASSISTANT SECRETARY

The Assistant Secretary serves primarily as backup to the Secretary when he is unavailable and ideally shares the work load. He should be amenable to succeeding the Treasurer if he is unable to finish his term or when his term expires. He should have been a member for at least one year.

## DIRECTORS

The Branch Director is an integral part of the Branch Executive Committee. He has equal voting rights with other members of the Committee and shares equal responsibility for the conduct of all Branch operations and activities.

Because they have these prerogatives, the Directors should have a good knowledge of the workings of the Branch, its history and its objectives. Candidates should have been members for a minimum of two years at the time of nomination, should have attended numerous Executive Board meetings, served as officer or committee chairman or otherwise had experience and knowledge of the Branch. The previous Big Sir automatically serves as Director for one year. The other Directors serve for two years.