



# Activities Coordinator & Assistant SIR's Branch 37

Position Responsibilities for Chair & Assistant

Date 6/4/16

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The Activities Coordinator is an important position. It helps recruit and retain members within the SIR's. It has been proven that having a variety of activities helps maintain membership.

## Responsibilities:

- Provide leadership in getting new activities started as well as directing new members into current activities
  - Involve new members and their ladies in activities early on. Involving the ladies is a way to recruit new members from their friends' spouses and partners.
  - Set an annual goal to start a number of new activities. If there is not enough members for an activity, join with another Branch or form an Area activity.
  - Use the application form to identify new members' interests and use survey results to begin new activities.
  - Recruit new Activity Chairs and Assistants to start new activities. Ensure each activity has an assistant to preserve activity continuity.
  - Contact old and new members who have indicated an interest in an activity.
  - Attend the monthly BEC meetings and luncheons and provide a summary of items relating to new activities.
  - The Coordinator is a point of contact for all SIR members and should vigorously and continuously promote activities within the SIR organization.
- Resources:
  - Branch 37's survey results
  - BEC members for direction and ideas
  - Activity Chairs in other Branches
  - 75 activities listed on the sirinc.org website
  - State Sir Happenings newsletter & other Branch newsletters