



## Activity Chair & Assistant SIR's Branch 37

Position Responsibilities for Chair & Assistants

Date 1/27/16

This description is a generic position guide for the following SIR activities:  
Bocce Ball, Computers & Tech, Golf, Investments, Poker, Fishing, Remote Control (RC)  
Model Airplanes, Travel, and any other activity approved by the Branch Executive Committee (BEC).

Responsibilities:

- Provide appropriate leadership to your respective group as follows:
  - Provide written rules/guidelines as appropriate to ensure equitable treatment for all activity members.
  - Maintain a roster of all members submitted to the BEC Secretary annually at the January BEC meeting.
  - Schedule dates, times, and places for your activities.
  - Contact new members who have indicated an interest in your activity.
  - Attend the monthly BEC meetings and luncheons and provide a summary of items of interest from the group's activities.
  - The Committee Chair is the point of contact for all SIR members and the Chair should vigorously and continuously promote your activity within the SIR organization.