

# Sunshine SIR's Branch 37



## Position Responsibilities for Chair & Assistants

Date 1/27/16

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The Sunshine's responsibility is to send cards to our SIR members who are sick or ill and send cards to the family on the loss of a SIR member.

Take a supply of unsigned cards to a BEC meeting to be passed around for signing by the board members.

When you run low on unsigned cards have them printed and give the bill to the treasurer. Print Masters in Auburn is the current vendor.

Maintain a stamp inventory to be used in mailing and when that runs low obtain a new roll of stamps from the treasurer.

You are the central contact point for members to tell you when a member is sick or has died so you can send a card on behalf of the club.