

# Soroptimist Leadership Position Descriptions

## Club Vice President/President-elect

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### Role Description

The club vice-president/president-elect is responsible for assisting the president in the overall oversight of the club and the board. She also assists the president in directing the activities of the other board members in accordance with the club bylaws and [SIA's Club President Guidelines](#).

### Roles & Responsibilities

- Provide leadership and direction to the club
- Be familiar with and support [SIA's Strategic Plan](#)
- Engage and inspire members to support SIA's mission to provide women and girls with access to the education and training they need to achieve economic empowerment
- Create an awareness of and familiarity with SIA's vision and core values among members
- Support the club's participation in SIA's Dream Programs: *Live Your Dream Awards* and *Dream It, Be It*
- Ensure other local projects focus on serving women and girls who face obstacles such as poverty, violence and teen pregnancy
- Support our current Big Goal of Increased Collective Impact as well as our next Big Goal to Invest in the Dreams of Half a Million Women and Girls through Access to Education
- Ensure the club is following the [Club Roadmap for Success](#)
- In her absence, assumes the role of the club president
- Assist with leadership development and succession for club officers
- Assist with planning meetings and developing agendas for club and board meetings
- Attend district, region, and federation meetings, conferences, and convention. Encourage other members to attend these events
- Promote retention of members by creating a healthy club atmosphere and engaging club members
- Recruit members and encourage other members to welcome new members to the club
- Assist other club officers as needed
- Perform any other duties of the club vice-president/president-elect as set forth in the club bylaws

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## Club Vice President/President-elect

### **Estimated Volunteer Hours Per Month:**

- 10-20 hours

### **General Skills:**

- Soroptimist knowledge and experience
- Conflict resolution
- Strategic thinking/Planning
- Managing difficult conversations
- Teambuilding
- Addressing challenging personalities/situations
- Volunteer recognition/Appreciation

### **Communication Skills:**

- Listening
- Verbal & written communications
- Public speaking/delivering presentations

### **Interpersonal Skills:**

- Motivation
- Empathy
- Inspiring
- Networking/Relationship building

### **Management Skills:**

- Problem solving
- Delegation
- Decision making
- Collaborative
- Time management
- Meeting coordination

### **Technical Skills:**

- Writing/Editing/Proofreading
- Project Planning/Management
- Using email
- Using social media
- Meeting management
- Organization skills

### **Personal Attributes:**

- Open-mindedness
- Flexibility
- Open to feedback
- Civility
- Emotional Intelligence
- Accountability
- Dependability
- Friendliness
- Inclusiveness