

FOUNDER REGION

POSITION DESCRIPTION FOR FELLOWSHIP PRESIDENT

FRF Bylaws - Article I. Officers & Fellowship Directors - Duties

The Fellowship President shall:

1. Be a signatory on Founder Region Fellowship (FRF) checking and savings accounts.
2. Approve vouchers/invoices as submitted for payment.
3. Provide the FR Secretary with information as needed for the Region roster.
4. Arrange the times and sites for FRF Board meetings.
5. Send out an agenda by e-mail prior to meetings to board members.
6. Shall conduct all meetings of the FRF Board.
7. Will not cast a vote on issues before the Board unless the Board members are evenly divided on an issue.
8. Review the annual Founder Region calendar in May at the post-conference meeting with the FRF Board.
9. Review the FRF Bylaws and Procedures with directors at the first board meeting of the Biennium.
10. Review the FRF Board meeting minutes prepared by the FRF Secretary. Upon completion of that review, the FRF Secretary shall electronically forward the minutes to the FRF Board for review. After the Board reviews the minutes at the next board meeting and approves them as presented or as corrected, the FRF Secretary shall forward a copy to the FRF Board and FR Governor and shall maintain a copy of the Board- approved minutes.
11. Work with the website manager to keep the FRF website up- to-date.
12. Notify all universities/colleges within Founder Region boundaries which have doctoral programs about the Fellow- ship awards and provide them with application materials.
13. Receive and review applications from Fellowship applicants for completeness. Distribute the applications to the FRF directors electronically.
14. Arrange times and sites for Fellowship applicant interviews.
15. Notify the applicants of the Board's awards decisions.
16. Arrange for the creation and printing of the Fellowship program for the Friday evening awards dinner at region conference.
17. Work with the Founder Region Conference Coordinator to arrange the Friday evening conference reception and Fellowship banquet as well as reserve lodging for the FRF Board.
18. If financially feasible, arrange for roundtrip transportation to, and hotel rooms for, Conference for the Fellowship award recipients who are living in California (if the conference is in District V) or living in District V (if the conference is in California).
19. Provide the basket raffle tickets or numbers for the fall District Meetings to FRF Directors by the August board meeting.
20. Maintain the master Fellow List.
21. Undertake other duties as needed.

ELIGIBILITY:

- a. Have served on the Founder Region Fellowship Board within the past 6 years or be a past Governor.
- b. Be a member in good standing in their club.

SKILLS NEEDED:

- a. Good fundraising skills – the ability to promote the Fellowship program and fundraise
- b. Good communication skills – both verbal and written
- c. Proficient in email, Microsoft Word, Excel, PowerPoint

- d. Ability to lead a team
- e. Good understanding of Soroptimist and Founder Region Fellowship resources