

Founder Region
Soroptimist International of the Americas



SOROPTIMIST®
Investing in Dreams

Officer & Director Handbook

*"Providing women and girls with access to the education and training
they need to achieve economic empowerment."*

*Dream **BIG** for the future!*



2020 - 2022

Table of Contents

Introduction	3
How to be an effective Founder Region Board Member	3
Ethics and Professionalism	4
We Are One Region.....	4
Governor Responsibilities	4
Governor-elect Responsibilities.....	6
Secretary Responsibilities	7
Treasurer Responsibilities.....	8
District Director Responsibilities.....	10
General Helpful Hints.....	13
General Calendar and Check List	14
Building Rapport with Clubs.....	19
District Director’s Reimbursable Expenses	21
Leadership Training.....	22
Board Meetings.....	23
President Roundtables.....	24
District Meeting	25
Official Visits.....	26
Appendix A - Director Official Visit Report Form	27
Appendix B - Sample District director Activity Report.....	28
Appendix C – Sample Club Activity Report-	29
Appendix D - Soroptimist Club Activity Report to District director	31
Appendix E - Founder Region Club Information Form 2018-2019	32

OVERVIEW

Introduction

This handbook is intended to assist you, the newly elected Region Officer or District director, in the performance of your duties.

The responsibility of becoming a Region Officer or District director is an educational experience you will always remember. It is an opportune time to refine and expand your leadership skills in addition to expanding your knowledge of Soroptimist. The exposure you gain is immeasurable, and the friendships you will make on a broader scale are priceless. Commitment to our organization is fully realized when we focus on our goal to improve the lives of women and girls through programs leading to social and economic empowerment.

The next two years will be a learning opportunity for you. As an officer or district director you will have many occasions to explore the clubs in your district and throughout our region, gaining ideas and wisdom from your interaction with the members. District directors may wish to learn more about the region by attending other director's district meetings. Make the most of it this biennium; enjoy the journey, have fun and *"Dream **BIG** for the future!"*

How to be an effective Founder Region Board Member

If this is your first experience as a region board member, you may think you will feel more comfortable listening in the beginning. Don't get bogged down in the process of learning "everything" from more seasoned members. Remember you were elected because of your knowledge, insight, and sound judgment. You have many ideas to contribute, so share your thoughts. Represent your clubs as you would have them represent you.

Everyone on the board is eager to help one another. The governor is particularly concerned about your participation and will be happy to share information or her experiences with you. As the primary administrator of the region, the governor depends on your support as a representative of the overall membership. Being close to the membership allows you to transmit their needs and desires. Having constant and clear communication with all board members is imperative for a cohesive yet independent, forward-thinking Founder Region Board.

One of the best things you can do for yourself (and your fellow board members) is to read the Founder Region Bylaws and Procedures as well as the Soroptimist International of the Americas Bylaws. By having a solid grasp on the documents governing the policy and guidelines for region operation, you will understand the rudiments of board activity. Remember, until a rule is changed through formal procedures, the organization governed by it must abide by it.

The agenda for board meetings is set by the governor and e-mailed prior to each meeting. Meeting guidelines follow those set forth in *Robert's Rules of Order Newly Revised*.

Keeping the counsel of your fellow board members is imperative. In a sense they are an extended family, with whom you will build a team during the biennium. The topics you will discuss together are done so in honesty and sensitivity. What passes for casual conversation at a board meeting is to be kept “in the family” so to speak. Your friends at your own club are happy to have you representing them at another level and you may share activities with them. However, they are not privy to much of the information you may have nor are they a part of the experience of which you are a part at this particular time. Therefore, it is in the best interest of all concerned that you do not share board conversation with friends. Comments can be misinterpreted easily, taken out of context, or enhanced unwittingly in the process of retelling them. Though your involvement at the Board level is important to you in many ways, others may not always view it in a similar way. When in doubt, discretion is always the best course.

Your term on the Founder Region Board of Directors is a very significant role for our region and for you personally. The goals you set will determine the direction Founder Region will take during the next two years. Remind yourself of those goals and remember why you chose to seek this position. Try to relate the goals of the region to the clubs. By keeping that in proper perspective, you will be a productive member of the board and represent the membership well.

Ethics and Professionalism

You have been elected as an officer or district director because individuals believe that you are the best person for the task. You have proven yourself to be committed to and well informed about the mission and core purpose of Soroptimist.

The trust they hold in you is a two-way relationship. In return for their loyalty and cooperative spirit, it behooves you to be the finest officer or director Founder Region can have. You are a professional and should always conduct yourself as such. You are expected to be ethical in all your personal and organizational relationships. You now not only represent your district and region but Soroptimists everywhere. Because of this and the fact that Soroptimist is a non-political organization, please be ever mindful of your social media posts.

We Are One Region

As club members, we want our club and our district to “be the best”. As region board members, whether an officer or director, we need to remember that together we represent one region and should equally celebrate each district as we would our own. We must be unified as a region board and work with each other to make Founder Region “be the best”.

Governor Responsibilities

Review the SIA Region Governor Position Description as provided by SIA.

Bylaws - Article IV Officers, Section 4.5 Duties, Items a. and b.:

- a. The governor shall perform all duties as implied by the office; be the chief executive officer and spokesperson for the Region; coordinate with each member on the Board to ensure their respective duties are fulfilled; preside at meetings of the Region; approve expenditures in accordance with the budget; execute all contracts binding the Region; fill vacancies on the Region Board and committees; serve on the Budget Committee; serve as ex-officio member of all committees, except the nominating committee; appoint the Region Parliamentarian and the Nominating Committee chairperson; and be the Region voting delegate for all Federation Conventions and the Programme Voting Delegate to the Board meeting held immediately prior to the Soroptimist International Conventions.
- b. The governor-elect shall prepare for assuming the office of governor by becoming familiar with all aspects of the Soroptimist organization; attend all meetings of the Region board; work closely with, and under the direction of the governor, assisting to the fullest extent possible; in the absence of the governor, she/he shall preside at meetings. Commencing on or after January 1 in the second year of her/his term as governor-elect, she/he is empowered to appoint committees to serve during her/his biennium as governor. In addition, she/he is empowered to appoint the President of Founder Region Fellowship; serve as the SIA Program Chair, and serve as a member of the Budget Committee.

Founder Region Procedures - Section B. Officers, Items 1. and 2.:

1. **Governor** The governor, as chief administrative officer of the region, shall:
 - a. Attend district meetings, leadership trainings and charter meetings.
 - b. Serve as liaison between the federation and the region.
 - c. Supervise the revision of the region leadership manual.
 - d. Prepare a region calendar for distribution to board members, committee chairpersons, club presidents and post on region website.
 - e. Review and approve all district and leadership meetings as prepared by the directors, officers and committee representatives.
 - f. Sign checks in the absence or inability of the treasurer to sign.
 - g. Approve printing prior to the ordering by the secretary.
 - h. Review and approve bank statements and credit card statements monthly.
 - i. Review financial reports prior to each board meeting.
 - j. Conduct four board meetings annually, three at a location selected by the governor and one at the site of the annual conference. If necessary, conduct a post-conference board meeting at the conference site.
 - k. Communicate the importance of maintaining civil, vibrant and dynamic clubs that provide service relevant to SIA's mission.

- l. Support the partnership between SIA's clubs, districts, regions and headquarters for increased collective impact.
- m. Provide support to clubs in carrying out SIA's mission and strategic direction.
- n. Ensure the region meets the Healthy Region Guidelines
- o. Host one region conference annually. Provide call to conference to SIA at the same time as provided to clubs.
- p. Attend SIA's Governors' Roundtable, twice as governor.
- q. Participate in web-based and/or audio informational and training sessions hosted by the SIA President and/or SIA headquarters.
- r. Provide training to clubs and members in administrative, programs, fundraising, public awareness and membership activities.
- s. Identify and develop new region and club leaders.
- t. Appoint and direct the region chairs to meet their responsibilities as outlined in each of their position descriptions.
- u. Guide and mentor the region governor-elect to ensure a smooth transition.
- v. Follow all other requirements and guidelines as per the SIA Region Governor Position Description.

Governor-elect Responsibilities

2. **Governor-elect** The governor-elect shall:

- a. Attend district meetings, leadership trainings, and charter meetings, representing the governor at such meetings at the governor's request.
- b. Serve as Founder Region Program Chair and be an advocate for the Soroptimist mission in the region.
- c. Serve as coordinator for the Founder Region Ruby Award, responsible for receiving applications from clubs, having the applications judged, and presenting the award at the annual region conference.
- d. Be responsible for the revision of the Director and Officer Handbook in the second year of the biennium, with assistance from the governor.
- e. Be responsible for designing her/his own governor's pin which will become her/his past governor's pin at the end of her biennium.
- f. In the second year of the term, prepare biennium calendar for the nominating committee prior to November 1.
- g. Attend SIA's Governors' Roundtable, once as governor-elect.

Additional information regarding Governor-elect responsibilities:

- a. Attend introduction board meeting at the conference site immediately after the conclusion of the region conference at which you were elected.
- b. Attend Officer/Director training in June in the first year of the biennium (typically a weekend trip coinciding with the Memorial Grove service in Klamath, CA).
- c. Act as the region Program Chair, promoting and overseeing all region and federation Dream Programs (Live Your Dream Award; Dream It, Be It; Ruby Award; Violet Richardson Award), promote applications for Soroptimists Celebrating Success Awards and participating in quarterly conference calls with SIAHQ.
- d. Attend August, November and February board meetings of each year in locations determined by the governor (arrive Friday, depart Sunday).
- e. Attend District Meetings in September/October of each year.
- f. Prepare and conduct Leadership Training workshop(s) each year.
- g. Attend pre- and post- conference board meetings in May of each year.
- h. Prepare to assume the office of governor.

Secretary Responsibilities

Bylaws – Article IV Officers, Section 4.5 Duties, Item c.:

- c. The secretary shall attend meetings of the Region Board; record and issue the minutes of Board meetings and conference; be custodian of the official records; document and submit all approved resolutions and bylaw amendments to SIA requiring convention action; and issue the call to all meetings.

Founder Region Procedures - Section B, Item 3.:

3. Secretary The secretary shall:

- a. Compile and distribute the call to conference including proposed bylaw and procedures amendments 45 days prior to the conference pursuant to Appendix C.
- b. Distribute conference proceedings by June 30, pursuant to Appendix C. Conference proceedings shall be accepted as distributed if no written communications relating to corrections are received within 30 days of distribution. Corrections shall be reviewed by the region board and clubs shall be notified of subsequent corrections.
- c. Prepare and distribute the calls to district meetings.
- d. Arrange for the distribution of the region bylaws and procedures pursuant to Appendix C.
- e. Arrange for the distribution of the region roster pursuant to Appendix C.
- f. Prepare and distribute the annual November mailing which shall include, but not be limited to; a governor's letter and any committee information or reports.

- g. Take, transcribe, and distribute region board minutes. Board minutes shall be distributed within 30 days of a board meeting to each board member, including the parliamentarian.
- h. Post updates to the Founder Region website regarding meetings, conference, club resources and club directories.

Additional information regarding secretary responsibilities:

- a. Attend introduction board meeting at the conference site immediately after the conclusion of the region conference at which you were elected.
- b. Attend Director/Officer training in June in the first year of the biennium (typically a weekend trip coinciding with the Memorial Grove service in Klamath, CA.).
- c. Attend August, November and February board meetings of each year in locations established by the governor (arrive Friday, depart Sunday). Record, prepare and distribute minutes. Minutes should be reviewed and approved by the governor prior to sending out to region board members.
- d. Update and maintain the region roster for distribution (ongoing).
- e. Prepare and distribute the Founder Region Board Members roster at the beginning of the biennium (and update as needed).
- f. Prepare the "Calls to District Meeting" for distribution each year.
- g. Attend District Meetings in October of each year.
- h. Prepare November "E-mailing" for distribution each year.
- i. Prepare and conduct Leadership Training workshop(s) each year.
- j. Prepare the "Call to Conference" for distribution each year.
- k. Prepare and arrange for printing the Conference Program.
- l. Record, prepare and distribute Conference Proceedings.
- m. Attend pre- and post- conference board meetings in May of each year. Record, prepare and distribute minutes.

Treasurer Responsibilities

Bylaws – Article IV, Officers, Section 4.5 Duties, Item d.:

- d. The treasurer shall attend meetings of the Region Board; deposit and disburse all funds belonging to the Region or designated as dues to Founder Region Fellowship; send Region dues and fees statements to all clubs; provide financial reports at Board meetings and Region Conferences; and serve as a member of the Budget Committee.

Founder Region Procedures - Section B, item 4.:

4. Treasurer The treasurer shall:

- a. File necessary state and federal reports.
- b. Maintain a file of financial records and vouchers for 7 years.
- c. Remit to each district meeting host club the registration fee for the president and 2 delegates from each club for their district meeting as start-up funds for each district meeting.
- d. In February, preceding the second conference of the biennium, request that all clubs make a contribution of a minimum of \$20 for an appropriate gift in honor of the governor.
- e. Forward to all board members and committee chairpersons expense voucher forms.
- f. Assist clubs in establishing generally accepted accounting principles.
- g. Disburse funds within 30 days of receipt of vouchers approved by the governor.
- h. Require adequate documentation for all authorized bills.
- i. Update the club treasurer's manual as needed, but at least annually, and distribute any changes to club treasurers, presidents, and region board.
- j. Be responsible for ordering a gavel and president's pin for any newly chartered Soroptimist club in the region.
- k. Forward to federation headquarters contributions received for federation or international projects.
- l. Maintain funds in the name of Sponsored Organizations – "S" Club and Sigma Society Fund. This fund is used to provide awards and grants to "S" Clubs and Soroptimist Clubs in amounts determined by the Founder Region board.
- m. Maintain a fund for the Memorial Grove.
- n. Maintain a monthly census report and distribute to officers, directors and membership chair. Compare to SIA Membership report and follow up on discrepancies.
- o. Maintain a new member list by district/club and distribute to officers and directors.
- p. Forward to Fellowship treasurer dues assessments and contributions received for Fellowship on a quarterly basis.
- q. At the discretion of the governor, act as conference treasurer.
- r. Provide updates or reminders to club treasurers on an as-needed basis
- s. Complete bank reconciliations.
- t. Confirm clubs in good standing.
- u. Provide financial information to the Financial Review Committee within 60 days of the end of the biennium.
- v. Provide financial information to the tax preparer by September 1 on an annual basis.
- w. Provide SIA Headquarters with the year-end financial statement within 60 days following the-year end. These financial statements will include a balance sheet showing assets, liabilities and net worth and a detailed income statement reflecting the activities of the current year and the budget.

Additional information regarding treasurer responsibilities:

- a. Serve as "Chief Financial Officer" of the region.

- b. Attend introduction board meeting at the conference site immediately after the conclusion of the region conference at which you were elected.
- c. Attend Director/Officer training in June in the first year of the biennium (typically a weekend trip coinciding with the Memorial Grove service in Klamath, CA.)
- d. Attend August, November and February board meetings of each year in locations established by the governor (arrive Friday, depart Sunday). Prepare and present treasurer's report for all board meetings (i.e., Census, New Member/Sponsor List, Budget vs Actual, Profit & Loss, Balance Sheet, Budget, Founders Pennies, Vouchers, etc.).
- e. Prepare region dues statement for distribution to clubs and receive payments.
- f. Open biennium bank and savings/cd accounts with assistance from current treasurer in May in the first year of the biennium.
- g. Work with district directors and host clubs with District Meeting financial reports.
- h. Monthly bank reconciliations.
- i. Monitor budget vs actual expenses and income.
- j. Process new member dues (ongoing).
- k. Monitor and maintain member Census /Report and New Member/Sponsor Report for distribution to board members on a monthly basis.
- l. Prepare and distribute IRS Form 1099s and Form 1096 (annually)
- m. Prepare award recipient checks for presentation at conference.
- n. Prepare and conduct Leadership Training workshop(s) each year.
- o. Provide tax preparer with documents necessary for income tax preparation (annually).
- p. Provide documents necessary for financial review (at end of biennium or as requested).
- q. Monitor various accounts and make authorized payments.
- r. Work closely with conference treasurer (if a different treasurer is determined by the governor).
- s. Correspond with club treasurers (ongoing and as-needed) with federation updates, accounting updates and government reporting updates.
- t. Attend District Meetings in September/October of each year.
- u. Attend pre- and post- conference board meetings in May of each year.

District Director Responsibilities

Bylaws - Article IV Officers, Section 4.5 Duties, item e:

- e. The district directors shall plan and preside at District Meetings and Presidents' Roundtables; attend all meetings of the Region Board; and keep in close communication with all clubs in the district and liaison with the Region Board.

Founder Region Procedures - Section B, item 5:

5. District Director The District Director shall:

- a. Review the Officer & District Directors' Handbook on a regular basis during the biennium and be well-versed.
- b. Schedule Presidents' Roundtables and report dates to the governor.
- c. Plan the district meeting no later than the August board meeting and have planning meetings with the host club(s).
- d. Visit one club board or business meeting during the biennium for each club in district.
- e. Serve as the liaison between the region board and the clubs.
- f. Receive and distribute electronically club rosters, budgets and bylaws to region officers; additionally, club bylaws to the district Laws and Resolutions Committee member by October 1.

Additional information regarding district director responsibilities:

- a. Attend introduction board meeting at the conference site immediately after the conclusion of the region conference at which you were elected.
- b. Attend Director/Officer training in June in the first year of the biennium (typically a weekend trip coinciding with the Memorial Grove service in Klamath, CA. or one of the Leadership Trainings)
- c. Attend August, November and February board meetings of each year in locations established by the governor (arrive Friday, depart Sunday).
- d. Prepare for and conduct Presidents' Roundtable meetings three times per year soon after each board meeting in order to share important information with club presidents.
- e. Prepare for and conduct District Meeting in October of each year.
- f. Attend club business meeting/board meeting/club event in your district.
- g. Prepare and conduct Leadership Training workshop(s) each year.
- h. Attend pre- and post- conference board meetings in May of each year.
- i. Be the liaison between the clubs of the district and the region board.
- j. Serve as the Membership Committee district representative for your district and report to the Membership Committee chair and governor.
- k. Attend region board meetings as scheduled and the annual spring conference.
- l. Make an official visit to each club in the district for **one board meeting, one business meeting or one club event** per biennium. Using the template (Appendix A), include this information in your board meeting reports for each of your clubs as you visit them throughout the biennium. Provide a copy to the governor and governor-elect as soon as the visit is complete.
- m. Make sure to contact the governor **immediately** if there are areas of concern or issues that you see when conducting your official visits, or if you are contacted by a club president or member that expresses concerns or issues within their club.
- n. Conduct region training workshop for presidents, one (1) district meeting and a minimum of three (3) Presidents' Roundtables each year of the biennium.
- o. Invite district representatives from region committees and Founder Region Fellowship to attend your Presidents' Roundtables. They are a valuable source of information.

- p. Provide a written report on your activities and a verbal report on the status of the clubs in your district at each region board meeting. Use the templates (Appendices B & C) to prepare your report. Provide one copy for each board member.
- q. Ask clubs to send (via email) their club roster, club bylaws and procedures and club budgets to you no later than October 1. Upload to region cloud storage (Dropbox, Google etc.) in appropriate folder.
- r. With direction from the governor, organize group sessions at district meetings, Presidents' Roundtable meetings and Leadership Training. These should generate enthusiasm, have specific and useful application at the club level, help club members better understand their duties as Soroptimists and return members to their clubs with renewed incentive and determination.
- s. Promote club support and participation in region, federation and international programs and projects.
- t. Inform clubs of changes and recent developments in the Soroptimist organization and provide written communication on items of interest or concern.
- u. Respond in a timely manner to questions or requests for help from club presidents on matters pertaining to club administration. Answer questions received from all club members, or refer questions to appropriate Region officers. **It is very important to be sure to always copy the governor on all correspondence with clubs.**
- v. Solicit ideas and suggestions from clubs on how the district might function more effectively, and/or how you might be of more help to them. Take advantage of having your club presidents and other club representatives at your Presidents' Roundtables to collect these ideas.
- w. Encourage clubs to work jointly, whenever possible on fundraisers, program meetings, projects, applications, etc.
- x. Encourage clubs to invite region board and region committee members to speak at their meetings.
- y. Encourage clubs at each Presidents' Roundtable to submit their successful projects and programs to the Soroptimists Celebrating Success program, which starts at the region level.
- z. Encourage clubs to participate in Soroptimist International of the Americas (SIA) Club Grants for Women and Girls program.
- aa. Encourage clubs to use club email addresses for all Soroptimist communication to ensure they will receive important SIA information.
- bb. Encourage clubs to embrace Shaping the Future of Soroptimist through increased collective impact.

General Helpful Hints

Following is a list of helpful hints compiled by past district directors. By the time your term is over, you will undoubtedly have some hints of your own to pass along, but in the meantime, these should be of assistance to you:

- a. Be organized. Keep a small file handy with telephone numbers and club meeting dates. Set up a file for each club that contains their roster and newsletters. Have federation and region materials in separate files, ready for quick reference.
- b. Have a sense of humor. Be aware that you are dealing with a variety of personalities and remember that they are unpaid volunteers. Try to be non-demanding.
- c. If possible, try to visit all your clubs early in your first year in office; you will have a better feel for what is happening. If this is not possible, then be in communication with them. Communication is a prime factor in your jobs as district director.
- d. Have a small supply of assorted forms, i.e. 5008, 5010, Insurance Questionnaire, etc.
- e. Be realistic about your time. Travel is a very important part of your job; try to group as many visits into a time frame that is most advantageous to you, as well as to the clubs.
- f. Be prepared when visiting clubs. Have region and federation procedures with you, and the new member induction ceremony; have some short remarks prepared. Be knowledgeable about the club's current activities.
- g. Listen and weigh what you hear from clubs and members. Perspectives may differ within clubs and within the district.
- h. Get new ideas by attending other district meetings; read newsletters from clubs outside your district as well as your own.
- i. Be on the lookout during your term for your successor.
- j. When you pass your records on to the next director, add your own hints that you found made your job a little easier.
- k. Schedule your Presidents' Roundtables as soon as possible after the region board meetings. This way the clubs will get the most up to date information.
- l. Turn in your vouchers quarterly. This will keep you from forgetting some items and make the treasurer's job easier.
- m. Schedule your official visits for the year at Leadership Training or at the first Presidents' Roundtable. It will make it easier to plan your year.
- n. Encourage clubs to notify the District director, and region board members of any changes in officers, meetings, locations, etc.
- o. Check the region and federation web pages frequently for updated information.
- p. *Above all else, have fun!*

General Calendar and Check List

May

In the election year:

- Attend the post-conference meeting of the incoming Founder Region board.*
- Get organized. Create file system. Set up calendar.*
- Establish Soroptimist dedicated email.*
- Courtesy copy outgoing district director and governor on all communication with clubs.*

In the second year of the biennium:

- Prepare written and verbal report for conference board meeting. Provide one copy for each board member, plus one copy for official visitor and parliamentarian.*
- Prepare expense voucher, if applicable, for governor, who will approve and forward to the region treasurer.*
- Attend Wednesday night casual dinner and meeting for board members.*
- Attend pre-conference board meeting (Thursday).*
- Attend conference and carry out duties as assigned by the governor, including the district presentation.*
- Attend post-conference recap meeting on Sunday after conference.*
- Make sure official visits reports are submitted to Governor & Governor-elect.*

At the end of the second year of the biennium:

- All the above.*
- Make sure all official visits are completed by the second year of the biennium and reports submitted to the Governor & Governor-elect..*
- Begin working with the newly-elected officer or district director to ensure a smooth transition.*

June

In the election year:

- Contact clubs within your district to introduce yourself as the newly elected district director, effective July 1.*
- Courtesy copy governor on all communication with clubs.*
- Attend club installations (when possible), coordinating with the outgoing director.*
- Attend mandatory Officer & Director Training.*
- Attend Memorial Grove Service (when possible).*
- Review the Officer & Director Handbook.*

- Work with outgoing director to obtain Form 200 (New Officers) from all clubs in assigned district.*
- Work with outgoing director to remind club presidents to submit Soroptimists Celebrating Success entries in the four pillars by the July 1 deadline.*

In the second year of the biennium:

- Attend Memorial Grove Service (if possible).*
 - Conduct Leadership Training (date and location TBD)*
 - Attend club installations of officers. Offer to be a part of them.*
 - Schedule official club visits not done during the first year of the biennium.*
 - Remind club presidents to submit Soroptimists Celebrating Success entries in the four pillars by the July 1 deadline.*
-
- At the end of the second year of the biennium:*
 - Attend Memorial Grove Service (if possible).*
 - Turn over club files (including electronic files) and other information to the newly-elected district director.*
 - Work with incoming district director in reminding club presidents to submit projects and activities to Soroptimists Celebrating Success for recognition (deadline, July 1).*
 - By June 15 prepare final expense voucher, if applicable, for governor who will approve and forward to the region treasurer.*
 - Attend club installations of officers (with newly-elected district director).*
 - Conduct Leadership Training (date and location tbd).*

July (Officially take office July 1)

In the election year:

- Receive club files (including electronic files) and other information from the outgoing district director.*
- Follow up to make sure clubs mailed Form 200 to SIA. District directors should forward copies to the region secretary and region treasurer.*
- Establish personal goals for the biennium and bring a copy of them to the August board meeting.*
- Meet with the District Meeting host club(s) to assign roles – date, location, time of meeting should already be established, (refer to District Meeting manual for checklist).*
- Attend SIA convention (even-numbered year, every 2 years), if possible.*
- Set date/ times/location for President's Roundtable Meetings for the year.*

- Send the Call to Presidents' Roundtable out thirty days prior to the date of the meeting to club presidents, Fellowship Director, and other region committee representatives (invited to attend). Copy the governor.*
- Ask the Fellowship director to bring the District Meeting raffle tickets for clubs to your Presidents' Roundtable and present information about Fellowship.*

In the second year of the biennium:

- All the above excluding transition from outgoing district director.*
- Contact district meeting host club(s) to continue planning for district meeting.*
- Attend SI International Convention (odd-numbered year, every 4 years), if possible.*

August

- Prepare a written activity report for region board meeting, one copy for each member.*
- Prepare written & verbal club pillar report for region board meeting (one copy for each board member). Include club issues/concerns.*
- Prepare written & verbal club pillar report for region board meeting. Include club issues/concerns. Provide one copy for each board member.*
- Prepare expense voucher, if applicable, for governor, who will approve and forward to the region treasurer.*
- Attend region board meeting.*
- Conduct first Presidents' Roundtable two to three weeks after board meeting. Ask club presidents to bring the Leadership Manual and spend time reviewing president's responsibilities and calendar.*
- Ask clubs to send (via email) their club roster, club bylaws and procedures and club budgets to district director no later than October 1. Upload to appropriated folder in designated cloud storage (Dropbox, Google Drive. etc.)*
- Remind club presidents to submit club projects and activities to Soroptimists Celebrating Success for recognition (deadline, July 1) throughout the year.*

September

- Work with the other board members to finalize the script/presentations and monitor the activities of the hostess club(s) in preparation of the district meeting.*
- Continue to schedule official visits with club presidents.*
- Have presidents complete the Club Information Form (Appendix E).*

October

- Conduct the district meeting in partnership with all region district directors.*
- Begin official club visits.*

- Make sure the district meeting proceedings are mailed to the club presidents and region officers within 30 days of the meeting.*
- Make sure the financial statement of district meeting along with copies of all receipts and a check (if there is an overage) is mailed to the region treasurer within 30 days after the district meeting; a copy should also be sent to the governor.*
- Attend other district meetings (if possible).*
- Remind club presidents of Dream Program Awards application deadlines: Live Your Dream Award and Violet Richardson Award (November 15). Refer to Program Deadline flyer for details & district representatives contact information.*
- Send the Call to Presidents' Roundtable out thirty days prior to the date of the meeting to club presidents, Fellowship Director, and other region committee representatives (invited to attend). Copy the governor.*

November

- Prepare a written activity report for region board meeting, one copy for each member.*
- Prepare written & verbal club pillar report for region board meeting (one copy for each board member). Include club issues/concerns.*
- Prepare expense voucher, if applicable, for governor, who will approve and forward to the region treasurer.*
- Attend region board meeting.*
- Conduct second Presidents' Roundtable two weeks after board meeting.*
- Remind club presidents to submit club projects and activities to Soroptimists Celebrating Success for recognition (deadline, July 1) throughout the year.*

December

- Send Holiday cards to clubs and/or club presidents (to be discussed at November board meeting).*
- Attend club holiday parties in your district (if invited).*

January

- Continue official visits.*
- Investigate locations/venues for fall District Meeting. Bring suggestions to February board meeting. Governor has final approval discretion.*
- Remind club presidents of the Dream Program Award deadlines for district judging (usually February 1). Refer to Program Deadlines flyer for details.*
- Send the Call to Presidents' Roundtable out thirty days prior to the date of the meeting to club presidents, Fellowship Director, and other region committee representatives (invited to attend). Copy the governor.*

- Invite your fundraising chair or district representative to bring the raffle tickets for clubs to your Presidents' Roundtable and present information about Fundraising and SIA Club Giving, Laurel Society, Monthly Giving.*
- Prepare a written activity report for region board meeting (one copy for each board member).*
- Prepare written & verbal club pillar report for region board meeting (one copy for each board member). Include club issues/concerns.*
- Prepare expense voucher, if applicable, for governor, who will approve and forward to the region treasurer.*

February

- Attend the region board meeting.*
- Remember to invite committee representatives to attend your Presidents' Roundtable to share information about the committee they serve on*
- Conduct the third President's Roundtable within two weeks after board meeting.*
- Remind club presidents to submit club projects and activities to Soroptimists Celebrating Success for recognition (deadline, July 1) throughout the year.*
- Remind club presidents of the Soroptimist Club Grants for Women and Girls deadline (March 1).*

March

- Obtain club photo/slogan/summary from clubs for presentations at conference (TBD at February board meeting).*
- Participate in region caucus call (if applicable).*
- Attend club award celebrations (if possible).*
- Working with district directors, and under guidance from the governor, begin preparation for President's training presentation and breakout session for Leadership Training.*

April

- Prepare short district presentation for region conference and gather club information for club/region activity newsletter (TBD at February board meeting). Governor to approve.*
- Attend club award celebrations (if possible).*

In the second year of the biennium:

- Document ideas for transition guidelines for the new district director. Share with the governor*

Building Rapport with Clubs

- a. Contact each club president to welcome them to the new year.
 - i. Determine if they've been president previously and, if so, how was that experience?
 - ii. What are they most looking forward to this year, and what do they think will be their greatest challenge?
 - iii. Have they and/or their board set specific goals for the club year?
 - iv. What are they? Are there any particular goals they need help or support with in achieving?
 - v. Let them know you are available at any time if they have any questions or concerns.
 - vi. Provide your contact information.
 - vii. Ask them to let you know about club events and that you will attend when possible.
 - viii. "Like" their club Facebook pages and comment on/share their postings on the Region page.
 - ix. Determine a frequency by which you will commit to calling each club president – monthly? Every other month? Quarterly?
- b. Serve as the representative for all clubs in your district on the region board. Take club/district issues and concerns to the board and report back to the clubs.
- c. Complete correspondence to the clubs, written and verbal within three (3) working days. Send copies of all correspondence, except thank you notes, to the governor.
- d. Contact clubs frequently to maintain rapport, answer questions, clarify issues and provide support.
- e. Keep an open mind – allow members to verbalize their concerns without discounting their position.
- f. When in doubt of an answer, tell the member you are not sure and will get back to her/him with an answer to their question. Do your due diligence; contact the governor first for direction. The governor will direct you to the appropriate region or federation officer or region committee chairman to get the information you need and then you should respond by getting back to the club member. Remember, no one is "all knowing". Copy the governor on all correspondence.
- g. Send letters of accomplishment whenever appropriate to the clubs and their members.
- h. Send birthday cards to each club in the district with a personal note of congratulations. (Dates can be found in the region roster)
- i. Listen to criticism openly and do not become defensive. Problem solving is part of the district director's role.

- j. Do not give personal opinions. State only the facts to members and/or clubs.
- k. When given personal information from members, do not repeat. If the information is serious, take the proper steps including alerting the governor. Examples: club disbanding, losing a significant number of members, any wrong-doings within a club, officers resigning, etc.
- l. Do not discuss region board members or region committee members with club members.
- m. Do not complain to your clubs about the volume of work of the district director position.
- n. When gathering information for your district director reports, or if you receive information that indicates there is a problem with a club, be sure and contact the governor to share the information right away. An example – you find out that one of your clubs has not been able to secure any Live Your Dream awards, get the governor involved immediately so we can make sure we have 100% participation.

District Director's Reimbursable Expenses



The district director's individual budget

- Mileage to and from and lodging (if applicable) for official club visits
- Mileage to and from region board meetings
- Mileage to and from region conference
- Mileage to and from region caucus, if applicable
- Mileage to and from Officer and Director training; Friday night meal, Saturday breakfast and lunch, Friday night lodging
- Mileage to and from Memorial Grove; Saturday night meal, Saturday night lodging
- Mileage to and from district meetings other than your own, registration and meal cost (excluding District VI for directors in other districts and Districts I-V for district VI director)
- Mileage to and from installations in which you are the installing officer - All other costs related to installations should be covered by the club
- Office expense – postage, greeting cards, and duplicating approved handouts for Presidents' Roundtable meetings



District meeting budget

- District director's meal(s) at your district meeting
- Duplicating and postage expense related to meetings
- Lodging for meeting (if applicable)
- Mileage to attend planning meetings
- Mileage to and from the meeting



Region board meeting budget

- Lodging
- Pre-conference board meeting (Wednesday) dinner; board meeting (Thursday) lunch
- Breakfast meals (TBD depending on location of conference)



Region conference budget

- Meals during the conference
- Lodging for the conference
- Conference registration fees



Keep in mind the budget is for both years of the biennium.

Leadership Training

Leadership Training is the first opportunity to meet with the club presidents in your district. Most of them will be starting their first term as president. This is an opportunity to build rapport and let them know what should transpire during the club year.

Include the following in your President's Presentation:







- a. Welcome and thanks for attending
- b. Club Information Form (to be completed and sent to you as soon as possible)
- c. Calendar for the year and checklist:
 - i. Include dates for a minimum of three Presidents' Roundtables
 - ii. Region meetings calendar – remind presidents not to schedule fundraisers and other events on dates when region events are set
 - iii. Begin scheduling official visits
 - iv. District meeting: Date, location (if available), Fellowship raffle reminder
- d. Refer to and share *Soroptimist Protocol – Founder Region Club Tips* for information on Communication, Fundraisers, Awards Programs and Installations and Introductions specific to Founder Region
- e. Refer to Soroptimist Protocol information found on the SIA website
- f. Conducting meetings, use of agendas
- g. Financial items:
 - i. Directors are guests of the clubs for official visits and anytime the director is invited to speak or participate
 - ii. Installations - clubs should establish a budget amount to give to installing officers for purchase of installation items
- h. Participation in SIA Programs: Live Your Dream Award; Dream It, Be It Club Giving; Laurel Society; Soroptimists Celebrating Success; Club Grants for Women and Girls
- i. Participation in Region Programs: Violet Richardson Award; Ruby Award; Fellowship
- j. List of resources:
 - i. Leadership Manual
 - ii. Region website - <http://www.si-founderregion.org>
 - iii. SIA website - <http://www.soroptimist.org>
 - iv. SI website - <http://www.soroptimistinternational.org>
 - v. Live Your Dream website - <http://www.liveyourdream.org>
 - vi. District director, each other and the region officers
- k. Suggestions for success:
 - i. Adhere to deadlines
 - ii. Delegate responsibilities
 - iii. Maintain confidentiality
 - iv. Follow up with officer's duties and committee chair assignments
 - v. Communicate with and address member's needs

Board Meetings








Officers & district directors serve on the Founder Region Board of Directors as voting members and should be active participants during board meetings. The board meets four times a year; in August, November, February, and May (pre- and post- conference).

District directors are expected to report on the state of their districts at all board meetings except the post-conference board meeting in May. A copy of the district director's report should be distributed to all members of the board, including the parliamentarian (if attending the meeting) and official visitor (at conference). A brief oral report of five to ten minutes is also expected, highlighting the written report. As a guideline written reports can include the following (and may be subject to change):







August:

-  Information on the upcoming district meeting
-  Goals and objectives for the year/biennium
-  District activities
-  Upcoming Presidents' Roundtable and official visits
-  Club activities (organize by pillar areas or by format suggested by the governor)
-  Club issues for which you are seeking assistance of the board members





November

-  Report summary of the district meeting
-  Official club visits
-  District activities
-  Presidents' Roundtable results (if applicable)
-  Upcoming Presidents' Roundtable and official visits
-  Club activities (organize by pillar areas or by format suggested by the governor)
-  Club issues for which you are seeking assistance of the board members

February

-  Official club visits
-  District activities
-  Presidents' Roundtable results (if applicable)
-  Upcoming Presidents' Roundtable and official visits
-  Club activities (organize by pillar areas or by format suggested by the governor)
-  Club issues for which you are seeking assistance of the board members

May Pre-Conference

-  Official club visits
-  District activities
-  Club activities (organize by pillar areas or by format suggested by the governor)
-  Club issues for which you are seeking assistance of the board members

Presidents' Roundtables

Founder Region Procedures - Section K. Presidents' Round Tables

1. Meetings are to be held three (3) times per year after each board meeting, except after Region Conference.
2. The meetings shall be held in each district for club presidents and by invitation, other club officers. If any of the club officers are not able to attend, the president may appoint a club member in good standing to attend the meeting in her or his place. A written and/or oral report should be given to the members of all that was discussed. If a club is not represented, the agenda and supporting materials shall be mailed / emailed to the president.
3. The district director is responsible for arranging the place, time, cost (if applicable) and notice of the meeting 30 days in advance. If there are changes to the time and place of the meeting, the district director shall inform the club presidents and/or any attendees within three (3) days prior to the meeting. Presidents' Round Tables are to be self-supporting.
4. At the discretion of the district director, the meeting shall be in any mode of communication that will allow all or the majority of members to be in attendance. (For example: conference calls, on-line meeting services, etc.)

Additional Information - The purpose of the Roundtable is to assist club presidents in carrying out the duties of their office by:

- Reviewing and discussing Leadership Training, specifically President responsibilities and calendar, at the August meeting
- Disbursing material and information from the board meeting, including region and federation updates
- Reviewing district and region calendar of events and deadlines
- Letting presidents share what is happening in their clubs
- Discussing problems/challenges the presidents are dealing with
- Educating presidents on Soroptimist programs (district representatives of region committees can be used at these meetings as a resource)
 - a. Let the presidents know that they are expected to attend every Roundtable or to have a representative from their club attend if the president cannot.
 - b. A notice should be sent out thirty days prior to the meeting. Include the date, time, location, costs (if applicable) and request a RSVP or pre-registration with a check (if applicable). Reminders via phone or email should be sent one week in advance of any meeting. There is no budget for these meetings. Printing costs for approved handouts may be covered by the individual district director's budget with the governor's approval.
 - c. Allow time at each Roundtable for presidents to share what is happening in their clubs and to discuss issues of concern.

- d. Always prepare a detailed written agenda and provide handouts in folders/binders for their reference. A bulleted synopsis is also suggested so they can share the information at their next club meeting.
- e. Meet with presidents who are unable to attend to provide the information.
- f. Consider inviting the Fellowship district director (in August, to distribute Fellowship raffle tickets, discuss Fellowship and meet the presidents), the Fundraising district representative (in February, to distribute Conference raffle tickets and meet the presidents) or another region committee district representative to participate in one of your roundtables.

The district director is the liaison between the clubs and region. Keep your eyes and ears open to potential problems and success stories.

District Meeting

The District Meeting is the annual fall meeting during which the business of the district is conducted. The meeting is an opportunity to educate members regarding International, Federation, Region, and District activities. It is the forum for district representatives on region committees to assist the clubs in the implementation of the activities of the committees.

Refer to the District Meeting Manual

Official Visits

As the liaison between the district clubs and the region board, the District director has the responsibility of visiting a business meeting or board meeting of each club during the biennium. Set up your appointments early in the club year, and then be sure to call the president as a reminder that you will attend. As a general rule the club pays for the meal of a visiting director.

During those visits, be alert to the following:

- Number of voting members in attendance at the business meeting.
- Was the president informed whether or not a quorum was present for voting?
- What is the feeling toward and use of protocol?
- Is the business of the meeting conducted in a correct and orderly fashion?
- Is the discussion lively and are all members participating?
- Is the club supportive of the Soroptimist mission?
- Do the members have fun at their meetings?

As the director, be prepared to answer questions and address concerns that are voiced. If unable to answer during the meeting, assure the membership you will look into it and get back to them with the answer. Resources for information and assistance:

- a. Region officers
- b. Region committee chairs
- c. Past governors
- d. Region, Federation, International websites

After each visit complete an official visit report form (Appendix A) and email the form to the governor and governor-elect as soon as possible. Incorporate this information into your region board meeting reports.

At the next region board meeting or sooner if urgent, report on any problems or concerns to the governor. The governor will help determine the action to be taken.

Appendix A - Director Official Visit Report Form

Director Name _____ District _____ Date of visit _____

Club Name _____ Club President _____

Board Meeting ____ Business Meeting ____ Event _____ (Social/Award/Fundraiser)

Number of voting members attending ____ Quorum determined? ____ Yes ____ No

Meeting began/ ended on time _____ Did you speak officially? _____

Describe the club protocol:

Describe discussion and member participation:

Describe spirit and efficiency of meeting:

What is outstanding about this club?

Describe questions/ concerns voiced to you:

Do you foresee any problems? _____ If yes, please share any suggestions to correct problems.

Any other comments:

Submit an email copy of this report to the governor and governor-elect as soon as the visit is complete.

Appendix B - Sample District director Activity Report

District II Director's Activity Report

February 2018 Founder Region Board Meeting

November 2017

- 10-12 Founder Region Board Meeting, Hopland
- 13 SI/Martinez celebrates 75th Anniversary. Gave Inspiration.
- 16 Spoke at the business meeting of the Clayton Business and Community Association regarding our Dream It, Be It: Career Support for Girls program.
- 17 SI/Diablo Vista fundraiser at BJ's Restaurant
- 21 District II PRT, La Tapatia Restaurant, Willow Pass Rd., Concord**
- 27 Attended Alhambra High School's "S" Club meeting as they installed new President

December 2017

- 11 S/I Martinez Holiday meeting at Beverly Gomer's home.
- 13 Official visit to SI/Antioch. Report submitted.
- 13 Get Real Academy meeting.
- 17 Sent a new member letter to SI/ Delta's inductee.
- Spent a lot of time on the District meeting's "Script of the Day"

January 2018

- 3 Director visit to SI/Diablo Vista
- 6 Director visit to SI/24-680
- 11 SI/Martinez business meeting
- 10 Get Real Academy committee meeting
- 26 Membership Committee Conference Call
- 27 Director visit to SI/Diablo Vista – Human Trafficking Panel
- 28 Get Real Academy committee meeting

February 2018

- 2-4 Founder Region Board Meeting, Hopland
 - 12 SI/Martinez club meeting
 - 13 **District II PRT, La Tapatia Restaurant, Willow Pass Rd., Concord**
 - 24 District I to IV Meeting at Contra Costa Country Club
-

Appendix C – Sample Club Activity Report-

District I Director

August 2016

SI East Bay-Margot Roache-Green

Programs: In July distributed \$12,000.00 local community programs.

Fundraising: September 9-Fundraising Flea Market
October 15-Fashion Show
December 3-Holiday Boutique

Public Awareness: Working on website

SI El Cerrito-Melissa Arciniega [Dark during July and August]

Membership: Alex Cechietini (26) found through Volunteer Match.com
Judge Joni Harimoto (sponsored by Melissa Arciniega)
Will be emphasizing membership this year.

Public Awareness: Barbara Lanier and Gina Agnostinelli working on this-Have met with local reporter, posted on Volunteer Match.com, posted fundraiser flyers and working on website.

SI Fremont Tri-Cities-Debbie Derham

Programs: Participate in Live Your Dream, Dream It Be It, Ruby and Violet Richardson Awards. Also do Pretty Bag project with semi-annual distributions in the community

Fundraising: Music In The Vineyard-August 20

Public Awareness: Promoting fundraiser though poster, local publications and social media.

SI Oakland-The Founder Club Kay Taylor

Membership: Carol Dippel [Transfer from El Cerrito]-Carolyn Bolton, Sponsor
Kathy Sigman [Inducted at District meeting]-Carol Dippel, Sponsor

Programs: Day for Girls-making menstrual kits-7/14 and 8/13
October Meeting-Celebrate SI 95th anniversary; Collect toiletries and other grooming accessories for Holiday Packages for Women's Daytime Drop-In Center , Berkeley; Flower arranging

Fundraising: Human Trafficking Fundraiser 9/8/16-Film SOLD-AMC Theater, Emeryville-7:30 p.m. (Nancy O'Malley speaking)

Public Awareness: Using the fundraising film as a public awareness outreach
Liver Your Dream Award applications being distributed to Oakland colleges

SI Richmond-Pam Fisk [Dark for July-September 8]

- Programs: 5/19-Presentation on West Contra Costa school district; Awarded \$2000.00 scholarships; DD Gloria Bragg presented Julia “Bess” Combs Membership Increase Award on 5/26; 6/9 Installation
- Fundraising: November 5-Teddy Bear Tea Service/Ways & Means committees will be presenting a proposal on fundraising goals, programs and projects in September
- Public Awareness: Marketplace magazine included a 2 page “Community Snapshot” of Culinary Caper fundraiser with an editorial piece about the event and the Club in April.

SI San Ramon Valley-Holly Ito

- Membership: Kay Reeves-Nicole Gee Sponsor
Jamie Kwan (rejoining)-Eileen Sheridan Sponsor
- Fundraising: Gianni’s Restaurant Tips for Change scheduled for 10/24
- Public Awareness: Continuing with Soroptimist “Meet Up Group”

SI Tri-Valley-Lisa Foster [Dark until September]

- Membership: Toni Moore-Lydia Garcia Sponsor

USE TO COLLECT INFORMATION FOR BOARD MEETING REPORTS

Appendix D - Soroptimist Club Activity Report to District director

SI Club of _____

Name of Club President: _____ District _____

Report Period/Dates: From: _____ To: _____

Please use the following SIA Pillars as categories in which to organize and list your activities during the report period. You are **not** required to have entries included for every Pillar. If it appears that activities overlap with another Pillar simply pick the one Pillar that you believe is the best fit for the activity. This information will be used by your District director in compiling her/his report for Founder Region Board members. Thank you.

- Membership (list new member name, date of induction and sponsor name for each)

- Programs

- Fundraising (list dates of fundraisers during the report period and those upcoming)

- Public Awareness

Other:

Fillable Form Available

Appendix E - Founder Region Club Information Form 2018-2019

SI of _____ District _____

President _____ Home Phone _____

Email _____ Cell Phone _____

President Elect/VP _____ Home Phone _____

Email _____ Cell Phone _____

Treasurer _____ Home Phone _____

Email _____ Cell Phone _____

Live Your Dream Chair _____ Home Phone _____

Email _____ Cell Phone _____

Meeting
Location _____

Day(s) _____ Time _____

Board Meeting
Location _____

Day _____ Time _____

Website _____ Facebook _____

S Club/Sigma Society sponsored _____

What topics would you like to discuss at our Presidents' Roundtables?

What do you expect of your District director?

What are your goals for the upcoming year?

How would you rate your club? (Circle all that apply)

Healthy Struggling Thriving Stuck in a rut Has lots of new ideas Needs diversity

Low Membership Needs younger members Has members of all age groups

Needs new leaders Ready to charter a new club Ready to start an "S" Club

Needs help We've always done it this way! Practicing "No Guilt" Happy and content

Looking for fundraising ideas Excited and enthusiastic Needs more Leadership Training

Wants to have a Dream It, Be It project but doesn't know how to go about it Active

Needs more "hands-on" activities Too many cliques Focuses on our mission

Hard-working, empowered volunteers Doesn't focus on our mission

Having the best time ever! All is good!

Other comments/suggestions: