

Soroptimist Leadership Position Descriptions

Club President

Club President

Role Description

The club president is responsible for the overall oversight of the club and the board. The president directs 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
- Direct 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](#)
- Promote the SIA website and social media channels to encourage instant access to news, information and resources
- Check or designate a member to use the club's email address for delivery of important federation communications
- Facilitate plans for leadership development and succession for club officer roles
- Initiate periodic assessments/surveys of the club's structure, operations and projects
- Plan meetings, develop agendas and preside over club and board meetings
- Maintain contact with district, region, and federation
- Refer to the club calendar of events and president's calendar for important information and deadlines
- Collaborate with the region governor and other region leaders
- Share information and updates with members from the region and federation
- 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
- Attend district, region, and federation meetings, conferences, and convention. Encourage other members to attend these events
- Set goals based on SIA's mission, vision, and core values and develop strategies and tactics to achieve them
- Perform any other duties of the club president as set forth in the club bylaws

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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