

FOUNDER REGION

POSITION DESCRIPTION FOR FELLOWSHIP DISTRICT DIRECTOR

FRF Bylaws - Article VII Board of Directors, Section 2. Duties:

The Board of Directors shall:

- a. have responsibility for the affairs within the adopted policies and programs of FRF;
- b. establish program emphasis and strategies for the implementation of the programs;
- c. be voting delegates at the annual meeting;
- d. select the awardees;
- e. protect the emblem; and
- f. make an impartial study of all applicants and invite, by letter and/or electronic mail, qualified applicants to be interviewed. The Founder Region governor and any additional persons selected by the FRF president may be silent observers at the final interviews. The FRF president or board member shall notify all applicants as to the final selection of awardees and announce the awardees at the annual Founder Region conference.
- g. be bonded.

Additional information regarding District Director responsibilities:

1. Attend board meetings as scheduled or called.
2. Attend Presidents' Roundtables when invited to speak about Fellowship and distribute fundraising information.
3. Make a presentation at your District Meeting and support Fellowship fundraiser.
4. Attend club meetings to speak about Fellowship and present "Fellows" to club members.
5. Attend conference as a Delegate of Founder Region Fellowship (cannot be a delegate from your club for Fellowship).
6. Select candidates for interview after readings of applications.
7. Interview and select recipients.
8. Promote February as "Fun for Fellowship" month to your respective clubs.
9. Meet and present Fellowship recipients at conference.
10. Participate in Fellowship fundraising at conference.
11. Acknowledge clubs at conference and present new/upgraded "Fellows".
12. Review treasurer's contribution records and contact clubs for follow up.
13. Send "thank you" correspondence for contributions.

Skills needed:

- Good fundraising skills – the ability to promote the Fellowship program and fundraise
- Good communication skills – both verbal and written.
- Working knowledge of computer skills – use of email and the ability to work with Microsoft Word, Excel and PowerPoint documents.
- Ability to work with a team – collaboration with all members of the Fellowship Board of Directors.
- Good understanding of Soroptimist and familiar with Founder Region Fellowship resources.
- Ability to work with diverse people.