

## FOUNDER REGION

### POSITION DESCRIPTION FOR GOVERNOR-ELECT

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**, 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.

**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) Be responsible for the revision of the Director and Officer Handbook in the second year of the biennium, with assistance from the Governor.
- d) 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.
- e) In the second year of the term, prepare biennium calendar for the nominating committee prior to November 1.
- f) Attend SIA's Governors' Roundtable, once as governor-elect.

Additional information regarding Governor-elect responsibilities:

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

Skills needed:

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