



SOROPTIMIST®
Investing in Dreams

FOUNDER REGION

SOROPTIMIST INTERNATIONAL

Officer & Director Handbook

Guidelines, Responsibilities, and Best Practices

Revised June 2026

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Introduction

The Officer & Director Handbook is an essential resource designed to ensure all leaders are equipped with the necessary tools, knowledge, and guidance to effectively fulfill their roles. This handbook outlines the responsibilities, expectations, and procedures to foster a well-functioning and harmonious organization focused on its mission and goals.

As an officer or director, you will have many occasions to visit clubs in your district and throughout our region, gaining ideas and wisdom from your interactions with members.

This manual serves as a general guideline and reference. While it may seem like a lot of information, don't worry—it will all be thoroughly reviewed during the Officer and Director Training at the Board Retreat in Eureka in June of the first year of the biennium.

As with anything new, there's a learning curve. But you won't be navigating it alone. Experienced Directors and Officers are here to support and mentor you every step of the way. The goal of the training is to give you a clear understanding of your responsibilities and to ease any anxiety you may feel about stepping into this role.

And remember—it's not all work! This is a wonderful opportunity to build connections with club members you might not otherwise meet. It will also hone your leadership skills and your Soroptimist knowledge base.

Get ready for a fun, meaningful, and rewarding two years ahead!

Ethics and Professionalism

All officers and directors are expected to adhere to a high standard of ethical behavior. This includes:

- Acting with integrity and honesty in all dealings.
- Respecting the confidentiality of sensitive information, such as club financial struggles or membership disputes.
- Being mindful of your social media posts. Soroptimist is non-political.
- Disclosing and recusing yourself from decisions where a personal conflict of interest may exist.
- Members will be signing a confidentiality/leadership agreement in June.

Roles and Responsibilities

The duties and responsibilities of the Founder Region Board shall be as set forth in the Founder Region Bylaws and Founder Region Procedures. The following references identify the governing Articles and Sections applicable to each position.

Governor

The Governor shall perform the duties set forth in Founder Region Bylaws, Article IV – Officers, Section 4.5 (Duties), item a., and in Founder Region Procedures, Section B – Officers, item 1.

Governor-elect

The Governor-elect shall perform the duties set forth in Founder Region Bylaws, Article IV – Officers, Section 4.5 (Duties), item b., and in Founder Region Procedures, Section B – Officers, item 2. The Governor-elect shall serve as Program Chair.

Secretary

The Secretary shall perform the duties set forth in Founder Region Bylaws, Article IV – Officers, Section 4.5 (Duties), item c., and in Founder Region Procedures, Section B – Officers, item 3. Additional operational responsibilities are outlined in the Secretary Calendar (Appendix C).

Treasurer

The Treasurer shall perform the duties set forth in Founder Region Bylaws, Article IV – Officers, Section 4.5 (Duties), item d., and in Founder Region Procedures, Section B – Officers, item 4. The outgoing Treasurer shall provide transition training to the incoming Treasurer between May and July 1 to ensure continuity of financial operations.

Directors

Directors shall perform the duties set forth in Founder Region Bylaws, Article IV – Officers, Section 4.5 (Duties), and in Founder Region Procedures, Section B – Officers, item 5. District Directors shall plan and preside at District Meetings, participate in Leadership Trainings, present Region information as requested, and conduct Presidents' Roundtable meetings.

District Director Tips

- Stay Organized.
- Be informed. One of the best tools at your disposal is a thorough understanding of the governing documents: Founder Region Bylaws and Procedures (found on the Founder Region Resource page on the website).
- Listen Thoughtfully – be open to different viewpoints from members and clubs. Every club is unique, and perspectives will vary.
- Each Governor exercises her role in accordance with her own leadership style and judgment. Any concerns should be communicated to the Governor directly.
- Plan Presidents' Round Tables Early – plan the initial Round Table meeting and, at that meeting, get a consensus on the best dates for future meetings. They should be held within 2 to 3 weeks after Region Board meetings.
- Submit Vouchers – timely submission of expense vouchers helps you stay organized. Self-calculating forms are available on the Founder Region website resource pages.
- Build Rapport with Clubs – contact each club president to welcome them to the new year. Contact clubs frequently to maintain rapport, answer questions, clarify issues, and provide support. When unsure of an answer, let the member know you will follow up, then contact the Governor for guidance. Maintain confidentiality and promptly follow up on member questions and concerns.
- It is natural to feel pride in your club or district, but as a board member your role is broader. Together we represent and serve one region. Let's support and celebrate one another equally and work in unity to make Founder Region the best it can be!

Reimbursable Expenses

It is important that receipts are kept, and vouchers are submitted to the Governor for approval. Expenses are reimbursed accordingly. See the Travel and Expense Policy document located on the Resource page under Region Resources.

MEETINGS

Leadership Training- June/Oct. in DV

- Duties will be assigned for Leadership Training.
- Familiarize yourself with the Leadership Manual, found on the Region website.
- Two directors will be at each of the California District meetings. They will deliver the President section of the training.
- District V Director will present the Presidents section in DV and on Zoom.
- Zoom training directors will lead different breakout rooms. (Appendix A)

Board Meetings-August, November, February, May

Officers and District Directors serve on the Founder Region Board as voting members and should be active participants during board meetings. The board meets four times a year: August, November, February, and May (pre- and post-conference). In-person board meetings begin at 4 pm on Friday; the board meeting continues all day Saturday. Sunday morning is a brief meeting followed by pack-up and departure—estimated time of departure by 11 am. Current in-person meetings are held in Hopland.

The May board meeting is held at the Conference venue.

Board meeting agendas are set by the Governor and distributed via email two weeks in advance of the board meeting.

- Directors are to email the Club Activity Report to the Region Secretary 5 days prior to the Board Meeting. Hard copies are not required. Directors will give a brief oral report at the board meeting.

Exception: 11 copies of the report are to be brought to the Pre-conference Board Meeting and should also be emailed as usual.

Presidents' Round Tables-August, November, February

Founder Region Procedures – Section K. Presidents' Round Tables

First Presidents' Round Table (PRT): To be held the third or fourth week of August. Directors have the option of whether the PRT will be in person or via Zoom.

The Fellowship Director will attend this first meeting to distribute basket raffle flyers and ticket packets. Please allocate approximately 20 minutes for their presentation.

During the first PRT, determine and confirm the dates for the November and February PRTs. Weekday evenings are available for Zoom-format meetings. Please gather feedback from Presidents regarding their preferences for meeting format (in-person or Zoom), day of the week, and time. Plan on approximately 1.5 to 2 hours for each PRT. Note: Hybrid meetings are discouraged due to the challenges of ensuring equal participation between in-person and virtual attendees.

- November PRT – Schedule during the third week of November to avoid conflicts with Thanksgiving.
- February PRT – Schedule for the third or fourth week of February.

Additional information:

- Review District and Region calendar of events and deadlines.
- Present items from information given at the Board Meeting.
- Allow time for presidents to share information with each other. Plan time in the agenda for club sharing.
- Educate Presidents on Soroptimist programs.
- Fellowship Director will attend the first PRT to discuss drawing tickets for District Meeting.
- Reminder: there is no budget for Presidents' Round Table meetings.
- The date for the August Presidents' Round Table should be included in the welcome letter sent in July. This allows sufficient notice.
- Be sure to send a reminder notice to Presidents at least 30 days in advance of the meeting.
- Always prepare a detailed written agenda with links.
- If any president does not attend the meeting, call and arrange a time to meet via Zoom or in person to address their questions.

District Meeting-October

The District Meeting is the annual fall meeting during which business of the district is conducted. The meeting is an opportunity to educate members regarding International, Federation, Region, and District activities.

Refer to the District Meeting Handbook on the Founder Region website – Resource page.

Official Visits-Throughout the biennium

As liaison between the district clubs and the Region Board, the District Director has the responsibility of visiting the clubs in their District.

Contact each president to set up your visits. Be sure to send a reminder that you will be attending.

No official club visit report is required; the date and name of the club visited will be recorded on the Director Activity Report.

Be prepared to answer questions and address concerns. If unable to answer at the meeting, be sure to follow up with the president afterward.

Report any problems or concerns to the Governor, if urgent, or at the next Region Board Meeting.

Club Activity Reports

Three weeks prior to Board meetings, clubs will be sent a Club Activity Report to complete via a link to a Google Form. Set a due date that is at least 4 days prior to the Board Meeting to allow sufficient time to contact any president who has not returned the form. It may be necessary to take the information over the phone from the president. A phone call is always the preferred method of communication for clubs that have not returned the form. The expectation is 100 percent completion. The information is a valuable tool in determining whether a club needs extra support or assistance. (Appendix B)

Club data is to be consolidated using Excel spreadsheet downloaded from the Google Form. The spreadsheet is to be sent to the Region Board 2 days prior to the Region Board meeting.

Resources

All documents are found on the Founder Region website Resource page.

- Founder Region Bylaws
- Founder Region Procedures
- SIA Bylaws
- Biennium Calendar
- District Meeting Handbook – A “How To” manual about conducting the District Meeting in October with detailed Director’s duties.
- Leadership Manual – all information for club officer and committee members.
- Travel and Expense Policy – contains fillable Expense Voucher.

Succession and Transition – Training Requirements

Purpose

A structured transition process ensures continuity of leadership, preservation of institutional knowledge, and compliance with Founder Region Bylaws and Procedures. Outgoing officers and directors share essential training, documents, and operational practices so incoming leaders may assume their roles fully prepared on July 1.

General Transition Expectations

All Officers and Directors participate in a formal transition period between election or appointment and July 1. Outgoing leaders provide guidance, historical context, and practical training to their successor and transfer all region property, electronic files, passwords, and records in an organized manner. Training focuses on established processes, governing documents, and best practices rather than personal preference.

Required Training Components

Outgoing leaders provide training that includes, at minimum:

- Role overview and responsibilities.
- Annual timelines and critical deadlines.
- Operational procedures and communication expectations.
- Technology access and file organization.
- Financial awareness including budgets and reimbursement policies, as applicable.

Officer-Specific Transition

Governor to Governor-elect: review strategic priorities, ongoing initiatives, board leadership practices, and conference planning status.

Secretary: review minutes format, archival practices, roster reporting, and record retention expectations.

Treasurer: provide financial systems training, budget tracking procedures, reporting standards, and coordination with financial reviewers. Outgoing Treasurer provides structured training between May and July 1.

Directors: ensure all Form 200s are collected prior to July 1. Follow up with clubs so the new director has all needed information.

Timeline for Transition

Immediately following elections or appointments, initial orientation and transfer of key documents begin. Active training and shadowing occur during May and June.

Email Accounts and Naming Protocol

Overview

To ensure professional communications each officer and director will set up a Gmail account before July 1 of their initial biennium. Directors will be storing Activity Reports google forms on the google drive for their account.

Naming Protocol

Soroptimist+name@gmail.com

OR

FR+title+name@gmail.com

Note: email addresses are not case sensitive so FRgovernorJackie@gmail.com would be fine if someone typed frgovernorjackie@gmail.com.

This address should be used to communicate with your clubs, and other board members.

Canva has templates for email signatures that you can upload into Gmail- ask Jackie if you are not familiar with Canva, or saving an email signature.

General Email Best Practices

- Use the role-based email address for all official communications with clubs, SIA, vendors, and the public.
- Double check spelling/grammar and tone.
- To limit spam emails do not use this address for anything other than region business.
- Do not reply all-unless it is necessary for all members to know the answer.
- Respond to emails in a timely manner – within 48 hours whenever possible.
- Acknowledge receipt of emails from other board members within 24 hours if possible.
- Use a clear, descriptive subject line for every message (e.g., “Founder Region – November PRT Reminder”).
- When forwarding region documents or links, use the Founder Region email rather than a personal account to maintain consistency and professionalism.

Appendix A: Leadership Training

Leadership Training is conducted in June of each year. Unlike the District Meeting, there are no Host Clubs. The Board and the Directors organize the meeting. The Region Treasurer will receive registrations. Cost of the Leadership Training will be \$20. No food is served. The meeting is from 9 am to 12 noon, or 1:30 pm to 4:30 pm, depending on the District.

The Governor will assign a board member to reserve venues for the following years' Leadership Trainings, immediately after the current trainings conclude in June.

Current venues are Concord Senior for DI and DII. Districts III & IV meet together; this will always be the 2nd weekend in June, to coincide with Memorial Grove. Currently the meetings are held in Eureka at the Red Lion Inn. District V meets via Zoom. A follow-up Leadership Training for District V will be held on the Sunday after the District V District Meeting weekend in October.

Agenda, topics, and assignments for Leadership Training will be determined at the February board meeting.

Appendix B: New Officer and Club Information Form/July Club Information form.

Information will be collected via a Google Form

New Officer Information Report: Due by July 1- *completed by the outgoing President.*

Important- this is how the Secretary will update the roster and gather important officer and chair information. (replaces form 200 and Club Information form)

New Officer Information Report contains:

Club Name

President's name and contact information.

Treasurer's name and contact information.

Meeting days and times and locations

Chair of DI, BI, and LYD

Club Activity Report – Due to District Director by July 25 *completed by the incoming President covers period from July 1 to July 30th.*

Club Activity Report for July contains:

Any new members join between July 1 and date of this report? If yes, please include their name and their sponsor's name:

How many Live Your Dream Awards (LYD) do you anticipate giving this year?
(estimate is fine)

Will you be doing a Dream It, Be It (DI, BI) program?

If not, do you need help in getting one started?

Will you be submitting a Big Goal Accelerator (BGAP) Project this year?

Upcoming Fundraisers

If you have an "S" club, who is the club liaison? Name and Email:

If you serve more than one school, add names and schools at the bottom.

If you do a Violet Richardson Award, who is the chair – Name and Email:

What topics would you like to discuss at the Roundtable meetings?

What problems/concerns do you have, if any?

Activity Reports for October, January, and April

Information will be collected via a Google Form. It will contain this information:

Club Activity Report – Due to District Director by _____

Activity reports are very important. Your report will be presented to the Region Board by your District Director to provide important information on the needs and status of your club. We appreciate your completion of the form by the due date. Activity Reports will be obtained in October, January, and April.

Club name: SI/_____ Completed by:

Any problems or concerns you want to discuss:

Any new members since last activity report? If yes, please include their name and their sponsor's name:

New Member Name	Email	Sponsor's Name	Induction Date

Live Your Dream Awards (LYD): Any information to share:

Share any Big Goal Accelerator Projects (BGAP) or Dream It, Be It (DI,BI) or Fundraisers that are upcoming, or that have been completed since the date of the last report:

All clubs have local projects they are proud of. We can all learn from each other – tell us about it.

Reminder: Be sure that you are turning in reports to SIA as you finish DI,BI, or BGAP. If you file your reports by March 30, your club will be recognized with a Certificate at Conference in May. Also, to be acknowledged at Conference for Club Giving you must send money to SIA by March 30.

If any members have passed away from May of last year or this club year, fill out the Memorial Form by March 30 to be recognized at Conference.

Appendix C: Secretary’s Calendar

Period	Responsibilities
Monthly	Update Roster with any information that comes in during the month. Send to webmaster for posting.
June	<ul style="list-style-type: none"> Update roster with new club officer, LYD chair, and DI/BI chair from Form 200 (or similar form). Add all new Officers and board members in even years, or nominating committee members in odd years. Finish Conference Proceedings and send to Governor for proofing and approval. Distribute Conference Proceedings to Distribution List and send to webmaster for posting by June 30. Send Schedule “B” to Directors for completion by July 20. (Schedule B is found in the District Meeting Manual.) Attend Leadership Training and give presentation on Secretary Duties.
July	<ul style="list-style-type: none"> Send updated roster to webmaster for posting. Receive emailed reports sent by board prior to Board Meeting. These will be included in the minutes. Follow up if not received prior to the board meeting.
August	<ul style="list-style-type: none"> Take board minutes at meeting. Send draft minutes to the Governor first for approval within 30 days of the meeting. Once approved, send to the board for approval. Once board members sign off, send the corrected version to the Parliamentarian. Once she has signed off, add all of the reports (all activity reports, etc.) and post to the shared drive. Call to District Meeting: 45 days prior to first District meeting. Work with Governor and Directors. Directors will provide Schedule “B” with all the necessary information. Email Call to Distribution List and to webmaster to post. Approximate date to send the Call: August 15.
Aug/Sept	<ul style="list-style-type: none"> Work on the program format for the District Meeting. Directors will supply the title of their presentation and Schedule I with names for the program. Governor or Governor-elect will help with editing and cover design. Appendix I of District Meeting Manual due from Directors by September 1.
October	<ul style="list-style-type: none"> Attend all District Meetings. Deliver a Secretary report (your activities and request for edits on roster – approximately 5 to 10 minutes). Circulate the Roster and ask members to make changes. Update roster with changes. Receive emailed reports sent by board prior to Board Meeting. Follow up if not received.

November	<ul style="list-style-type: none"> • Take board minutes at meeting. Send draft minutes to the Governor first for approval within 30 days. Follow the same approval, sign-off, and archiving process as described for August. • Prepare any Bylaw amendments by November 15 as decided at the November meeting (Governor will advise). These will be included in the Call to Conference.
Dec–Feb	<ul style="list-style-type: none"> • Even years: Nominations come into the nominating committee for Founder Region Board and Fellowship Board. Odd years: nominations come into the nominating committee for Nominating Committee positions. • Compile the nominating committee report with information and photos. This will be sent out with the Call to Conference as a separate document to membership and distribution list. Send to Webmaster to post on website. • Receive emailed reports sent by board prior to Board Meeting. Follow up if not received.
February	<ul style="list-style-type: none"> • Take board minutes at meeting. Follow the same approval, sign-off, and archiving process as described for August. • Prepare Call to Caucus – Governor will provide information. This will be included with the Call to Conference. • Work with Governor on the Call to Conference. • Conference Program – this is an ongoing project; the Governor will assign pages to prepare or proofread.
March	<ul style="list-style-type: none"> • Call to Conference is sent to distribution list and posted on website with a link in the newsletter. • Send Call by March 10 target date. See Call to Conference details.
May	<ul style="list-style-type: none"> • Take minutes at the pre-conference Board Meeting. Follow the same approval, sign-off, and archiving process as described for August. • Receive emailed reports sent by board prior to Board Meeting. (Directors will bring hard copies to this meeting but still email prior to the board meeting.) • Attend conference. Attend pre-conference and post-conference board meetings. Take minutes and distribute within 30 days. • Take notes during conference. The Governor will give you a script and seating layout that you will use in your Conference Proceedings. See last year's proceedings as a sample. • Amend bylaws as required based on any new bylaws passed at conference; send to Governor for approval. Send to Distribution List and to Webmaster to post.

Board Minutes are only sent to the Founder Region Board and Parliamentarian. A binder is kept with printed copies of all minutes, calls, and proceedings for the biennium. At the end of the biennium the binder will be turned in to the Governor for sending to storage. A digital copy of the minutes, calls, etc. will be posted on the Founder Region drive.

Founder Region email: founderregionemail@gmail.com (You will receive the password from the Governor when your term begins.)

Distribution List

Document	Distribution
<ul style="list-style-type: none">• Call to Conference (includes Call to Caucus)• Nominating Committee Reports• Charter Party Notices• Conference Proceedings	<ul style="list-style-type: none">• Region Board• Parliamentarian• Clubs• Past Governors• Fellowship Board• Region Committee Chairs• SIA Headquarters and official visitor
<ul style="list-style-type: none">• Call to District Meetings• Call to Leadership Training	<ul style="list-style-type: none">• Region Board• Parliamentarian• Clubs• Past Governors• Fellowship Board• Region Committee Chairs
<ul style="list-style-type: none">• Region Bylaws• Region Procedures• Region Roster	<ul style="list-style-type: none">• Region Board• Parliamentarian• Clubs• Past Governors• Fellowship Board• Region Committee Chairs

Appendix D: Treasurer’s Calendar

Period	Responsibilities
Yearly	<ul style="list-style-type: none"> • Prepare and distribute IRS Forms 1099 and 1096. • File necessary state and federal tax forms/reports. • Maintain a copy of all financial records and vouchers for 7 years. These will be put in the storage facility at the end of the biennium. Put all reports on Founder Region Drive. • Provide financial information to the Financial Review Committee within 60 days of the end of the biennium. • Provide SIA Headquarters (send to SIA Chief Financial Officer) 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. • Serve as Chief Financial Officer of the Region. • Meet with Budget Committee and prepare new budget prior to beginning of each biennium.
Ongoing / Monthly	<ul style="list-style-type: none"> • Prepare Census reports from information received from clubs; maintain new member list by district/club. Compare to SIA information. • Pay vouchers as approved by the Governor in a timely manner, and no later than 30 days after submission. • Maintain funds in the name of sponsored organizations: “S” Club, Sigma Society, Dream It Be It: Career Support for Girls Fund. This fund is used to provide awards and grants to “S” Clubs and Dream It, Be It grants in amounts determined by Region Board. • Maintain a fund for Memorial Grove. • Reconcile bank accounts. • Assist any clubs reaching out to establish generally accepted accounting principles. • Send fillable Voucher form to webmaster for posting and send a copy to board at the beginning of the biennium. • Require adequate documentation for all authorized bills. • Provide updates or reminders to club treasurers on an as-needed basis. • Process new member dues. • Update the Club Treasurer’s Manual as needed, but at least annually, and distribute any changes to club treasurers, presidents, and Region Board.
May	<ul style="list-style-type: none"> • Attend Conference. Various duties including tracking table drawing funds, presenting Treasurer’s reports, selling Founder Region Merchandise at vendor table, attending pre-conference board meeting, and assisting Fundraising Committee with Basket Opportunity Drawing. • Be prepared with cash (\$50 bills). • In the new biennium: order name tags for all Board Members. • In the first year of the biennium: open/transfer biennium bank and savings/CD accounts with assistance from current Treasurer.

June	<ul style="list-style-type: none"> • In even years of the biennium: work with incoming Treasurer for transition training. Arrange for new signature cards at the bank for Governor and incoming treasurer. Order Region credit card for Governor and Treasurer. • Leadership Training – make a presentation to the club treasurers. • Prepare Region dues statement for distribution to clubs and receive payments.
July	<ul style="list-style-type: none"> • File necessary state and federal reports. • Collect all Founder Region Dues. • Confirm all clubs in good standing. Verify SIA dues on site.
August	<ul style="list-style-type: none"> • Attend Region Board Meeting, prepare reports, and email to Region Secretary and Board prior to meeting. File on Region Drive. Present information from reports at the Board meeting. • Send Host clubs start-up funds and registration reporting spreadsheets for District Meeting. Assist with any questions.
September	<ul style="list-style-type: none"> • Provide financial information to the tax preparer by September 1, on an annual basis. • Calculate clubs that have earned the “Power of Eight” award. Give information to the Governor for preparation of Certificates to be presented at District Meetings.
October	Attend all District Meetings. Present Treasurer’s reports.
November	Attend Region Board Meeting, prepare reports, and email to Region Secretary and Board prior to meeting. File on Region Drive. Present information at the Board meeting. Be prepared to pay for venues for next year’s District Meeting as contracts are confirmed.
January	Order any pins or other merchandise as designated by the Board for sale at Conference.
February	Attend Region Board Meeting, prepare reports, and email to Region Secretary and Board prior to meeting. File on Region Drive. Present information at the Board meeting. In the 2nd year of the biennium, reach out to all clubs and request a donation of \$20 to be sent to you for an appropriate gift in honor of the Governor, to be presented at the Conference in May.
March	Update the Club Treasurer’s Manual as needed and distribute changes to the board. This updated version will be used in June Leadership Trainings.

Treasurer’s reports presented at Board meetings include Census, New Member/Sponsor List, Budget vs. Actual, Profit & Loss, Balance Sheet, Clubs in Good Standing, Vouchers, etc.

Appendix E: Governor-elect Duties

Period	Responsibilities
Ongoing / Year Round	<p>Conference Planning</p> <ul style="list-style-type: none"> • Assist Governor and Secretary in preparing the Call and Program for conference. • Conference Program is an ongoing project; Governor will assign pages to prepare or proofread. <p>Newsletter</p> <ul style="list-style-type: none"> • Promote awards and programs in monthly newsletter articles. <p>Other Duties</p> <ul style="list-style-type: none"> • Review the Officer and Director Manual and make updates and changes in the 2nd year of the biennium with input from the Governor. • Perform any other duties as required by the Bylaws and Procedures.
Program Chair Duties	<ul style="list-style-type: none"> • Serve as Program Chair; assist Governor with all aspects of conference programming. • Coordinate with Governor and Secretary on conference Call and Program preparation.
December	<p>S Club Scholarship</p> <ul style="list-style-type: none"> • Ensure a new S Club scholarship application is posted in December. Application is open January through March.
August – February	<p>Violet Richardson Award</p> <ul style="list-style-type: none"> • Ensure current application is posted on the Founder Region website. • Contact District Representatives to reach out to clubs in their District regarding the process. • Send District Reps the Club Checklist to forward to VR Club Chairs and their deadline letter (located on the drive). • Clubs set their own timeline but must have winners to their District Rep by February 1st. <p>Live Your Dream</p> <ul style="list-style-type: none"> • Serve as a resource to the Region Live Your Dream Chair. • When Region winners are selected, notify the clubs and the winners. • Winners must sign form for the check on Sunday at conference. Form is in drive. • Purchase a small gift for each winner to present on Sunday at conference (keychain or similar item, under \$20).
March 1	<p>Violet Richardson Award</p> <ul style="list-style-type: none"> • District Representatives must have all winners submitted to you on or before March 1st. • Ensure all applicants have a signed media release form. Be sure and watch the witness requirement- it is often overlooked.

<p>March 1–5</p>	<p>Violet Richardson Award</p> <ul style="list-style-type: none"> • Send winner letters requesting headshot and information about the Awards Program on Sunday at conference. Sample letters are on the Region drive. • Notify winning club of procedure (letter on drive). • Notify other clubs of the selected winner. • Purchase a small gift for each winner – book, keychain, or similar item under \$20.
<p>Ongoing – SIA Programs</p>	<p>BIG Goal</p> <ul style="list-style-type: none"> • Encourage clubs and answer questions. • SIA will send reports when submitted but follow up to confirm approvals. SIA issues a quarterly report; for conference timing you may not receive it in time – reach out proactively. • Present certificates on Saturday at conference. • On Saturday at conference, present the SIA-prepared slide show. <p>Dream It Be It</p> <ul style="list-style-type: none"> • Encourage clubs to collaborate – consider coordinating several clubs together for a joint event or webinar to move this program forward. • You will receive quarterly reports but must reach out to SIA to ensure you receive all relevant reports. <p>S Club</p> <ul style="list-style-type: none"> • S Club largely runs itself. Ensure scholarship application is posted in December and open January through March.
<p>Conference (Fri–Sun)</p>	<p>Friday Night</p> <ul style="list-style-type: none"> • Introduce community dignitary at conference. <p>Saturday</p> <ul style="list-style-type: none"> • Present SIA-prepared slide show. <p>Sunday – Moderate the Awards Program</p> <ul style="list-style-type: none"> • Violet Richardson Award presentation. • S Club Scholarship presentation. • Live Your Dream Awards presentation. • Dream It Be It Chair makes a brief presentation and hands out certificates to clubs that participated in a DI,BI event.
<p>District Meetings</p>	<p>Attend all District Meetings and deliver the SIA-produced slideshow.</p>
<p>Leadership Training</p>	<p>Present the President-elect presentation at Leadership Training.</p>