

## CLUB CHAIR POSITION DESCRIPTION

### Responsibilities

- Sign a confidentiality agreement and keep it in your club records (ensure anyone else who reads applications also signs an agreement, including external judges)
- Review the *Live Your Dream Awards* club toolkit and ensure you're familiar with the program guidelines
- Make sure that you are designated the *Live Your Dream Awards* club chair on your club roster and that your application portal account has been set up. If you need assistance with this, please email us at [lydawards@soroptimist.org](mailto:lydawards@soroptimist.org).
- Review the [training videos](#), so you are familiar with using the application portal.
- Recruit committee members
- Recruit applicants—meet with local organizations to host application workshops, distribute applications, and answer questions
- Share information on social media or local newspapers about the applications
- Review applications for eligibility as you receive them
- Schedule your club judging and find external judges
- Host club judging and select award recipients
- Indicate your club's decision on the application portal
- Communicate with ALL applicants about their award status (you can do this through the application portal using templates to communicate)
- Ensure that award recipients receive and are able to deposit their award money
- Report your club's participation to SIAHQ via the [online reporting form](#) by the application deadline

### Important Deadlines

<b>NOVEMBER 15</b>	Application deadline for club-level awards
<b>FEBRUARY 1</b>	Deadline for clubs to report their participation (if the region does district judging)
<b>FEBRUARY 15</b>	Final deadline for all clubs to report their participation
<b>MARCH 15</b>	Region-level judging deadline

### Suggested Skillsets for Club Chairs

- Enthusiasm for the *Live Your Dream Awards*
- Time and capacity to administer the program
- Comfortable using email to communicate and able to use the internet to report the club's participation
  - \*If you are not comfortable with technology, we recommend choosing a club chair who is, or partnering with another club member to assist you.
- Compassion for the applicants and their situations
- Skilled at promoting the Award to possible organizations or applicants
- US/Canada: comfortable using the application portal and reaching out for assistance when needed