



Region Chair Instructions

A SOROPTIMIST RESOURCE FOR REGION CHAIRS

Welcome to *Dream It, Be It: Career Support for Girls!*

Introduction

Congratulations on your appointment as the *Dream It, Be It* chair from your region! Working together – region and federation leadership and the staff at SIAHQ - we will continue to make this program a success!

Dream It, Be It: Career Support for Girls targets girls in secondary school who face obstacles to their future success. It provides girls with access to professional role models, career education, and resources to live their dreams. The topics covered include career opportunities, setting and achieving goals, overcoming obstacles to success, and how to move forward after setbacks or failures.

Dream It, Be It joins Soroptimists' long-running program *Live Your Dream: Education and Training Awards for Women*. As the *Live Your Dream Award* is SIA's cornerstone program for assisting women, *Dream It, Be It* is the primary way SIA assists girls.

Program Goal:

Through education and access to role models, girls will be empowered to pursue their career goals and reach their full potential.

These Dream Programs of Soroptimist provide significant assistance to women and girls so that they may have access to the education and training they need to reach their full potential and live their dreams. Soroptimist is committed to investing in programs that demonstrate a sustainable, measurable change for women and girls. *Dream It, Be It* is a crucial part of our 2021-2031 Big Goal: to invest in the dreams of half a million women and girls through access to education, leading to economic empowerment. Your work as region chair will help us

achieve this incredible goal! For more information about our impact, visit our website at www.soroptimist.org.

Your role as region chair has five parts:

1. Review the *Dream It, Be It* region chair [job description](#).
2. Read and understand all the *Dream It, Be It* information available for clubs
3. Communicate with SIAHQ throughout the year
4. Promote the program in your region to encourage club participation
5. Assist clubs in the planning and implementation of local-level projects
6. Encourage participating clubs in your region to report their project outcomes by June 30.

Club Year Timeline

September

Contact all clubs in your region to introduce yourself as the region chair. Let clubs know you will be the main contact within your region for supporting their local-level projects and provide contact information, so clubs know where to reach you with their questions. Ask them to let you know if they have a project planned for this year. Remind clubs that they must use at least one section of the curriculum to be considered participating in the program—the program IS the curriculum.

Quarterly

Review the report of all projects submitted by club in your region for accuracy. As required, reach out for clarification from the clubs and communicate with SIA headquarters.

Ongoing

Communicate with clubs to determine which clubs need planning or implementation support. Facilitate connections between clubs that want to co-host a project together. Match clubs that need support with clubs that have funds or volunteer time to give. Communicate with clubs to ensure they are aware of the need to report project information directly to SIA headquarters in an online form on or before June 30. All reporting must be done within ONE MONTH of the completion of club projects.

June 30

The online form for clubs to report project information closes. All club project information MUST be submitted by this date. Region chairs will need to review the final region report and follow up with clubs and SIA headquarters with any updates.

1. Read and Understand the *Dream It, Be It* Club Materials

The club year will be spent continuing to encourage Soroptimist clubs to plan for their local-level projects and supporting Soroptimist clubs who have committed to hosting a conference or small group mentoring sessions. To make *Dream It, Be It* a success, a lot will be asked of clubs, and we want to make sure to give them time and resources to easily plan their local-level projects.

The first step for your role as the region chair is to be familiar with all of the available club materials, including:

Planning Documents:

[Club Planning Toolkit](#)

[Dream It, Be It Planning Toolkit Overview](#)

[SIA's Standards for Working with Youth](#)

[Dream It, Be It Research Paper](#)

[FAQ about Dream It, Be It](#)

[Dream It, Be It Video](#)

[Dream It, Be It 101 Webinar Recording](#)

[Sample news release for one-day conference](#)
[Sample news release for multiple mentoring sessions](#)
[Participant Recruitment flyer](#)

Curriculum Documents:

[Curriculum Guide](#)
[Curriculum Overview](#)
[Curriculum Sessions](#)
[Curriculum Handouts](#)
[Ten Tips for a Successful Project](#)
[Tips for Facilitating Groups](#)
[Sample Letter to Parents](#)
[Parent Consent Form – In-person](#)
[Parent Consent Form - Virtual](#)
[Participant Certificate](#)

Reporting and Evaluation Documents:

[Club Evaluation Guide](#)
[Evaluation Form for Girls](#)
[Club Participation and Progress Report](#)
[Submit Participant Evaluation Information](#)

2. Assist Clubs

As the region chair, your main responsibility is to assist clubs in your region that have committed to being involved with *Dream It, Be It*. You will serve as the principal contact for clubs in your region. As clubs implement the program, there will be a lot of questions. If you get questions to which you are unsure of or can't find the answer to, please contact program@soroptimist.org.

SIA has outlined two separate ways for clubs to engage with *Dream It, Be It*. The first way is by *participating*, which means that clubs have held a *Dream It, Be It* conference or small group mentoring sessions for girls in secondary school, used the *Dream It, Be It* curriculum and provided the project and impact information through the SIA online form. If two or more clubs are working together and sharing the management equally, all will be considered participating. The second way to engage with *Dream It, Be It* is by *supporting*, which means that clubs that have supported another participating club through financial support, in-kind donations, providing speakers, or administrative support and/or providing additional opportunities for girls participating in a *Dream It, Be It* project.

Your region chair role includes connecting participating clubs who would like additional resources with clubs who have support to offer a participating club but do not have the capacity, interest, or experience working with girls to implement a project on their own.

Another role as region chair includes connecting clubs who have experience with *Dream It, Be It* with clubs who are beginning to plan and implement local projects. Experienced participating clubs will likely have guidance and suggestions to offer clubs just beginning to plan their participation.

The success of *Dream It, Be It* within your region will be based largely on the number of girls served as clubs work towards achieving our Big Goal.:

3. Promote *Dream It, Be It*

Another one of your main responsibilities will be to promote the program to clubs in your region. Specifically, your role will be to encourage clubs to plan a club-level project. Some ideas for promoting the program include:

- Email all clubs in the region
- Include reminders in all region newsletters and communications
- Hold workshops or give presentations at district, region, and club meetings
- Share the successes and stories of clubs that are already participating
- Advertise on region web and Facebook pages
- Promote your region's Big Goal target and challenge clubs to meet it
- Create opportunities for clubs that are already participating to share their experiences, lessons learned, and impact on girls with other clubs in your region

In addition to promoting the program, we rely on you to educate clubs about their need to comply with our [SIA's Procedures for Working with Youth](#). It is vital for clubs to complete these procedures as a precaution for themselves and girls with whom they are working. When communicating with clubs, please remind and encourage them to follow the procedures.

4. Communicate with SIAHQ

Clubs that participate need to submit project and evaluation information to SIAHQ via an online form within one month of completing the project. Your role will be to ensure clubs complete this form. If a club is supporting another club, the participating clubs will include that information in their on-line report. Periodically, SIAHQ will provide you with a report of clubs that have completed the online project and evaluation information. We ask that you follow up with clubs that you know have completed a project but have not yet reported and help SIAHQ answer any questions about the submitted reports.

Furthermore, we will ask that you maintain communication with SIA headquarters as you receive feedback and communications from clubs. SIA needs to know what questions clubs have as well as what clubs think of the program and the resources provided. SIA will use this information to develop additional resources and provide additional support to clubs.

Region Chair Job Description