



Region Education Chair Position Description

November 2025

A. Eligibility Requirements and Qualifications

Eligibility Requirements:

- Be a member in good standing in their club.
- Cannot hold the following offices during the two years as education chair: region board member, any other elected offices at any level of the organization, including appointments to the Federation Fundraising Council (FFRC) or Sorooptimist International.
- Have an active email account subscribed to SIA's email lists that is checked regularly; communicate this email address to our headquarters alignment on communications and updates.
- Be able to participate in web-based and/or audio informational and training sessions and meetings with federation leadership and our headquarters.
- Read and write English.

Qualifications:

- Advocate and be dedicated to our mission.
- Support our strategic direction and be able to influence the region and clubs in the region to advance it.
- Be an articulate spokesperson and change champion for our mission and the social change we wish to make.
- Be able to write clearly and effectively.
- Be knowledgeable about the training/education needs of our members.
- Possess leadership skills such as critical thinking, flexibility, engagement, and problem-solving.

B. Area of Responsibility

The region education chair will be responsible for the following objectives and strategies aligned to the Engagement pillar of SIA's Strategic Plan:

- Expand leadership development opportunities within our organization.
- Improve the quality of engagement with our organization.

C. Objectives

- Prepare our members to be effective leaders.
- Provide a quality and engaging member experience.

D. Specific Duties

- Attend region conferences, region chair orientations, and regular webinars led by SIA staff to continue learning and sharing membership experiences with other chairs.
- Conduct workshops or make presentations at region meetings about education and training offerings or on key areas of focus.
- Review and provide feedback on leadership development content and strategies as requested by headquarters and offer suggestions on training that would help Soroptimists become more effective leaders.
- Ensure clubs and regions meet the club and region roadmap metrics set forth by headquarters.

E. Reports to

SIA Chief of Impact and Engagement Officer and the region governor, according to region bylaws and procedures. Staff liaison is the Associate Manager, Events and Engagement.

F. Communication

In order to effectively achieve the goals and outcomes of the position, the region education chair must communicate with several different groups in the region and federation:

- SIA's leadership development and volunteer engagement staff (through in-person training, emails throughout the year and webinars).
- The region governor and other region leadership as outlined by the region governor (varies by region).
- Other five federation region chair positions (program, public awareness, fundraising, Soroptimist Live Your Dream Awards and Dream It Be It) as outlined by the region governor (varies by region.)
- Other region education chairs globally (through in-person training, emails throughout the year and webinars).
- Club presidents and members (through in-person meetings, emails and phone calls throughout the year).

G. Term on Assignment

Two years, with one additional consecutive biennium renewal with the approval of the governor-elect and SIA's Chief of Impact and Engagement Officer. Region education chairs not performing their duties can be asked to

step down with the concurrence of SIA's Chief of Impact and Engagement Officer and the region governor. A vacancy will be filled upon the recommendation of the governor.

H. Finances

Per region procedures, the region may cover expenses incurred in carrying out the position's duties. If SIA specifically makes an assignment, expense reimbursement is arranged in advance.

I. Application Process

Applications shall be completed and returned to the region governor-elect, who will screen applicants against the eligibility requirements and qualifications. The region governor-elect may submit a single name for appointment to the post or, if desired, rank the applications in order of preference and forward them to SIA headquarters for final selection.