

Live Your Dream Awards Region Chair Position Description

A. Area of Responsibility

The Live Your Dream Award Chair will be responsible for the following objectives and strategies aligned to the Impact pillar of SIA's and the region's strategic plan:

- Increase the impact of the *Live Your Dream: Education and Training Awards for Women* by providing support and resources for club participation and demonstrating impact
- Increase engagement in the *Live Your Dream Awards* by promoting club participation and engagement in the *Live Your Dream Awards*

B. Objectives

- Ensure more eligible women have access to our *Live Your Dream Awards*
- Ensure clubs have support and resources to support *Live Your Dream Awards* participation

C. Specific Duties

Specific duties are based on the strategies outlined in the federation and region strategic plans. In general, *Live Your Dream Awards* Chairs are expected to:

- Collaborate with the Program Chair to implement SIA's strategic plan and Big Goal as they relate to the *Live Your Dream Awards*.
- Understand and promote SIA's strategies to increase engagement in and increase impact of the *Live Your Dream Awards*.
- Work with region leadership to create program tactics and targets for the region strategic plan.
- Promote participation and impact of the *Live Your Dream Awards* through district/region meeting presentations, region website, newsletter and social media communications, and direct communication with clubs.
- Contact new clubs in your region to educate them about the *Live Your Dream Awards* and to encourage and support their participation (using \$1,000 in new club funding offered by SIA headquarters for their first club recipient).
- Serve as region contact person for participating clubs.
- Thoroughly read both the club and region instructions for the *Live Your Dream Awards*.
- Encourage all clubs to use the application portal or the writeable/emailable application forms in applicable areas.

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- Help clubs understand their role in maintaining the integrity of the *Live Your Dream Awards* per the board's participation definition by 1) giving a cash award 2) to an applicant who meets ALL eligibility requirements
- (US & Canada) Understand the online application process and be able to explain it to clubs.
- (US & Canada) Assist SIAHQ with ensuring clubs engage with the online application portal, including ensuring all applications are received by clubs and will be included in club-level judging (August-November).
- Assist in finding applicants for clubs who wish to give an award but did not receive any eligible applications (August-November).
- Ensure clubs submit their online reports to SIAHQ by February 1 or 15.
- Collect award applications from clubs (or districts) by **February 15**.
- Prior to conducting region-level judging, review club reports and club applications to ensure all information is correct and clubs are adhering to the board's participation definition of 1) giving a cash award 2) to an applicant who meets ALL eligibility requirements (February).
- Coordinate region-level judging (February-March).
- Contact the region public awareness chair to coordinate region-level publicity for the program (March).
- Complete region reporting form (**March 15**).
- Notify all applicants of the outcomes of the region-level judging (March).
- Maintain regular e-mail access in order to read and respond to all emails from the program department in a timely manner.
- Consult with the program department at SIA headquarters as needed.
- Participate in region chair conference calls as scheduled by the program department.
- Stay up to date on SIA's global communications. Follow SIA headquarters via email (and social media, if applicable) to stay informed of the expectations, opportunities, procedures, and resources being communicated to members and clubs as it relates to the *Live Your Dream Awards*.

D. Eligibility Requirements and Qualifications

Eligibility:

- Member in good standing in her club.
- Not hold the following offices during the two years as *Live Your Dream Awards* chair: region governor, federation board member, fundraising council member or SI appointment.
- Read and write English or be willing to arrange translation/interpretation services for webinars at own or region expense.
- Have an active email account subscribed to SIA's email lists that is checked regularly; communicate this email address to our headquarters.
- Ability to participate in webinars/access to Zoom.
- Must have experience participating in the *Live Your Dream Awards*.
- Must be enthusiastic about the *Live Your Dream Awards* program.

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Qualifications:

- Dedication to the Soroptimist mission.
- Understanding of SIA and SIA's strategic plan.
- Willingness to serve as a spokesperson for Soroptimist.
- Ability to write clearly and effectively.
- Should be familiar with the SIA strategic plan and the Big Goal.
- Should be sensitive to the cultural differences among participants in the region.
- Should be comfortable using Microsoft Word, Excel, and PowerPoint as well as Adobe PDFs.

E. Reports to

SIA Chief of Impact and Engagement and the region governor, according to region bylaws and procedures. Staff liaison is the Director of Program.

F. Reporting/Monitoring

Live Your Dream Awards region chairs are responsible for ensuring that clubs submit their club report and applications online and completing the region reporting form by the March 15 deadline. Failure to complete assigned duties or respond to requests for action may lead to termination of appointment.

G. Term of Assignment

Term of assignment is two years and is renewable.

H. Finances

SIA does not provide any financial compensation for the position of *Live Your Dream Awards* region chair.

I. Application Process

The application process is per region procedure. Once appointed, SIA will supply chairs with a detailed set of region instructions.