

Program Chair Position Description

A. Eligibility Requirements and Qualifications

Eligibility Requirements:

- Be a member in good standing in their club.
- Cannot hold the following offices during her two years as a Program Chair: region governor, federation board member, fundraising council member, or SI appointment.
- Read and write English or be willing to arrange translation/interpretation services at own or region's expense.
- Have an active email account subscribed to SIA's lists that is checked regularly; communicate this email address to our headquarters.
- Be able to participate in web-based and/or audio informational and training sessions and annual face-to-face meetings with federation leadership and our headquarters.

Qualifications:

- Be an advocate for our SIA mission.
- Understand our strategic direction and be able to influence the region and clubs in the region to advance it.
- Have the ability to 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.
- Dedication to and enthusiasm for SIA's Big Goal.
- Have a thorough knowledge of SIA Dream Programs and their goals.
- Be well known and respected in the area of the program in their region.

B. Area of Responsibility

The Program 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* and *Dream It, Be It: Career Support for Girls* by providing support and resources for club participation and demonstrating impact

- Increase engagement in the *Live Your Dream Awards* and *Dream It, Be It* by promoting club participation and engagement in the Dream Programs
- Increase the number of women and girls reached through our Big Goal by increasing engagement in the Big Goal Accelerator Projects

C. Objectives

- Ensure more eligible women have access to our *Live Your Dream Awards*
- Ensure clubs serve more girls through *Dream It, Be It*
- Ensure clubs have support and resources to support Dream Program and Big Goal Accelerator Project participation

D. Specific Duties

Specific duties are based on the strategies outlined in the federation and region strategic plans. In general, Program Chairs are expected to:

- Collaborate with region leadership to implement SIA's strategic plan and Big Goal.
- Work with region leadership to create program tactics and targets for the region strategic plan.
- Coordinate the tasks of the *Live Your Dream Awards* Region Chair and *Dream It, Be It* Region Chair to align with SIA's strategic plan and Big Goal.
- Understand and promote SIA's strategies to increase engagement in the Dream Programs and increase impact of the Dream Programs.
- Attend region conferences, federation convention, region chair orientation, and regular webinars led by SIA staff to continue learning.
- Conduct workshops or make presentations at district/region meetings about the *Live Your Dream Awards*, *Dream It, Be It*, and Big Goal Accelerator Projects to promote participation and global impact and share best practices.
- Use region website, newsletter and social media communications, and direct communication with clubs to promote participation and promote global impact of the *Live Your Dream Awards* and *Dream It, Be It*
- Connect with new clubs in your region to educate them about SIA's Dream Programs and Big Goal Accelerator Projects and to encourage and support their participation in the programs.
- Promote Soroptimist Club Grant application to clubs seeking funding.
- Provide support and feedback on programs as requested by the SIA program department.
- Regularly visit the SIA For Clubs & Members area of the website to become familiar with the federation's resources and materials available to clubs.
- Encourage clubs to report their Big Goal Accelerator Projects in a timely manner.
- Excite clubs about our Big Goal and their contributions to it.
- 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 programs.

In addition, Program Chairs may be asked by the region governor or SIA's program director to:

- Monitor region website(s) for accurate program information.
- Serve as critical readers on new or revised program materials.
- Evaluate applications for Soroptimist Club Grants for Education and Empowerment.
- Represent SIA at meetings or events as requested by SIA's program department.
- Attend additional region chair training, if offered.
- Meet with the federation official visitor and headquarters staff in attendance at region conference.

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. Communication

Program Chairs are responsible for creating an annual work plan. These work plans are submitted to the region governor who will then submit the region strategic plan and the work plans to headquarters. Progress on the work plan will be sent to the region governor as requested, who will report to the federation. Other reports may be requested by the federation.

In order to effectively achieve the goals and outcomes of the position, the Program Chair must communicate with a number of different groups in the region and federation:

- SIA's program director (through in-person training, emails throughout the year, and four conference calls annually).
- The region governor and other region leadership as outlined by the region governor (varies by region).
- The *Live Your Dream Awards* Region Chair and *Dream It, Be It* Region Chair (through in-person or online meetings, emails, and phone calls throughout the year).
- The other three federation region chair positions (membership, public awareness, fundraising) as outlined by the region governor (varies by region).
- The other region Program Chairs (through in-person training, emails throughout the year, and four conference calls annually).
- Club presidents and members (through in-person meetings, emails, and phone calls throughout the year).

G. Term of Assignment

Two years, with one additional biennium renewal with the approval of the governor-elect and the program director. Program Chairs who are not performing their duties can be asked to step down with concurrence

of the program director and the region governor. A vacancy will be filled upon recommendation of the governor.

H. Finances

Per region procedures, the region may cover additional expenses incurred in carrying out the duties of the position. If an assignment is specifically made by SIA, 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, will rank the applications in order of preference and forward them to SIA headquarters for final selection.