

SIA Region Governor Position Description

Updated June 2026

A. Eligibility Requirements and Qualifications

In addition to what is stated in our region-related bylaws, policies and procedures, the following are the eligibility requirements for the position:

- Be a member in good standing in their club.
- Be familiar with and supportive of our core values:
 - Gender Equality
 - Empowerment
 - Education
 - Diversity & Fellowship
- Possess leadership capabilities including but not limited to problem-solving, conflict management, communication, and change management.
- Cannot hold any other elected offices at any level of the organization, including appointments to the Federation Fundraising Council or Soroptimist 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.

Qualifications:

Because a governor holds the key leadership position within the region and serves as the main link between our federation board, headquarters staff and clubs, she/he should:

- 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 able to develop an awareness of and behaviors that support our vision and core values among members.
- Be an articulate spokesperson and change champion for our mission and the social change we wish to make.
- Possess leadership skills such as critical thinking, flexibility, delegating, and problem-solving.

B. Area of Responsibility

A Soroptimist International of the Americas, Inc.® (SIA) region governor is the chief administrative officer of a region within the federation of SIA. The region governor serves as the team leader to ensure the region strengthens and supports clubs as they carry SIA's strategic direction. The region governor reports to the current SIA President and SIA Board of Directors. The staff liaison is SIA's Chief of Impact and Engagement.

C. Objectives

Within their regions, Governors should aim to:

- Champion efforts to achieve our 2021-2031 Big Goal: *Invest in the dreams of half a million women and girls through access to education.*
- Increase the impact of and engagement in our Dream Programs.
- Increase access to education through Big Goal Accelerator and UpliftHER Projects.
- Expand leadership development opportunities.
- Increase new clubs and members in current clubs.
- Improve the quality of engagement.
- Increase awareness of our brand.
- Increase donors and improve the donor experience.
- Increase donations to support our 2021-2031 Big Goal.

D. Specific Duties

Specific duties are based on Soroptimist International of the Americas, Inc. Procedures and the strategies outlined in our federation's strategic plan. In general, in addition to the duties that may be outlined in our region-related bylaws, policies and procedures, SIA region governors are expected to:

Strategy

- Champion SIA's strategic direction as outlined in our strategic plan.
- Work with the region leadership team, create tactics and work plans to implement the [region roadmap](#) and attain/exceed the [metrics](#) set forth.
- Support the partnership between clubs, districts, regions, SIA headquarters and the federation board to reach our 2021-2031 Big Goal.
- Provide support, encouragement, and recognition to clubs in carrying out our strategic direction.
- 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 communicated to members and clubs.
- Ensure region's human and financial resources are aligned to support SIA's Big Goal.

Leadership

- Serve as chair of the region board.
- Guide and mentor the region governor-elect to ensure a smooth transition.
- Identify and develop new region and club leaders.
- Encourage members within the region to attend the Leadership Round Table and meet region registration goals.
- Embrace, model, and support the Member and Leader Code of Conduct and its processes
- Appoint, develop, and direct the following region chairs to meet their responsibilities as outlined in each of their position descriptions:
 - [Membership Chair](#)
 - [Fundraising Chair](#)
 - [Program Chair](#)
 - [Public Awareness Chair](#)
 - [Region Education Chair](#)
- Foster engagement, civility and a sense of common purpose by supporting and celebrating organizational progress.
- Uphold and demonstrate the core values of the organization.

Operations

- Ensure the region adheres to and executes the Region Roadmap.
- Read and react to the monthly governor's email.
- Host region conferences in accordance with SIA's Procedures, include SIAHQ created content on conference agendas and provide a call to conference to SIAHQ and official visitor by March 10.
- Attend SIA's Leadership Round Table meeting annually. Each region governor must attend two Leadership Round Tables, once during their second year (odd year) as a governor-elect and once during their first year (even year) as governor at their own or their region's expense. Governors are strongly encouraged to attend the Leadership Round Table during their second year as Governors.
- Participate in web-based and/or audio informational and training sessions hosted by SIA Headquarters.
- Secure appropriate insurance coverage for the region to mitigate risk as described in federation procedures.
- Adhere to "Fundraising by Regions" as described in the federation procedures

E. Planning and Finance Reporting Requirements

Governors are responsible for adhering to the Region Roadmap, a resource that offers direction to strategic planning for regions. The Region Roadmap is focused and provides an effective guide to help regions contribute to our collective success by laying out the strategies regions are expected to implement. Governors

and other region leaders should review the Region Roadmap annually and develop the tactics/activities that will support the strategies listed on the resource.

All regions are required to provide SIA Headquarters with their year-end financial statements and current year budget 60 days following their year-end, no later than October 31. These financial statements will include a balance sheet showing assets, liabilities and net worth and a detailed income statement reflecting the activities of the current year. Their current year's budget with all activities including region conference must also be submitted with the financial statements.

All regions based in the US, its territories and Canada are required to provide SIA Headquarters CO&FO with a copy of any future contracts with a value of \$10,000 or more at the time of execution.

F. Region Conferences

Region conferences, which typically take place annually in March, April, and May, are a time for members to gather for friendship, fellowship, and learning.

SIA Procedures

[SIA Procedures](#) F. *Procedures Governing Regions, 4. Conferences, Meetings, and Voting* states:

- a. Each region shall hold one face-to-face region conference during the odd-numbered year of each biennium, at a time and place determined by the region's bylaws. Each region has the option to hold a virtual region conference during the even-numbered year of the biennium.

Please see the [Frequently Asked Questions \(FAQ\)](#) resource which covers key points and common questions.

Official Visitors

Region conferences provide an important opportunity for “Official Visitors” (federation board members, other SIA leaders, or staff) to connect with members. For details about these visits, refer to the [Official Visits Guide](#) located in the Governors section of the website.

SIA Governors should reach out to their assigned Official Visitor by November (and no later than January 1) to coordinate travel logistics and discuss key conference details. In addition to ensuring a warm and welcoming visit – as outlined in the Official Visits Guide – Governors must schedule 90 minutes during the region board meeting for the Official Visitor Conversation with the Region Board.

Required Content

To ensure a consistent and high-quality experience for members across all regions, Governors are required to include SIA-developed content in their conference agendas. This content is updated annually to reflect federation branding and strategic priorities. Materials may include, but are not limited to:

- An Official Visitor speech
- Presentations (to be delivered by region chairs) covering program, membership, fundraising, and public awareness

G. Monitoring and Other Reporting

During region conferences, an Official Visitor Conversation with the Region Board will be held and will be based on progress toward the goals outlined in the Region Roadmap. Additionally, during region conferences, Official Visitors will pulse for what is working well and where our opportunities are from region leadership's perspective.