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Soroptimist is a global volunteer organization that provides women and girls with access to the education and training they need to achieve economic empowerment.

## SOROPTIMIST INTERNATIONAL OF THE AMERICAS

SIA Region Governor Position Description 

1. Eligibility Requirements and Qualifications

In addition to what is stated in our region-related bylaws, policies and procedures, the following are 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 Fund Development Council or Soroptimist International.
* Have an active email account 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:**

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:

* 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.
* Be able to develop an awareness of and behaviors that support our vision and core values among members.
* Have the ability to 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.
1. 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.

1. Objectives
* Increase support to achieve our 2021-2031 Big Goal: *Invest in the dreams of half a million women and girls through access to education.*
* Enhance our effectiveness for collective, sustainable impact.
* Increase the impact of and engagement in our Dream Programs.
* Increase new clubs and members in current clubs within their region.
* Increase the quality of engagement within their region.
* Increase effective leaders within their region.
* Increase awareness of our brand within their region.
* Increase donors and improve the donor experience within their region.
1. Specific Duties

Specific duties are based on our procedures for Soroptimist International of the Americas, Inc. 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.
* Working with the region leadership team, create tactics and work plans to support the region strategic plan.
* Create targets to measure progress on the region strategic plan.
* Support the partnership between clubs, districts, regions, headquarters and the federation board for increased collective impact.
* Provide support, encouragement and recognition to clubs in carrying out our strategic direction.
* 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.
* Appoint, develop, and direct the following region chairs to meet their responsibilities as outlined in each of their position descriptions:
	+ [Membership Chair](https://soroptimist.imgix.net/05-for-members/region-governor-resources/forms-and-applications/membership-region-chair-position-description-e.docx)
	+ [Fundraising Chair](https://soroptimist.imgix.net/05-for-members/region-governor-resources/forms-and-applications/fundraising-region-chair-position-description-e.docx)
	+ [Program Chair](https://soroptimist.imgix.net/05-for-members/region-governor-resources/forms-and-applications/program-region-chair-position-description-e.docx)
	+ [Public Awareness Chair](https://soroptimist.imgix.net/05-for-members/region-governor-resources/forms-and-applications/public-awareness-region-chair-position-description-e.docx)
* 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 meets the Healthy Region Guidelines.
* Host at least one region conference annually and provide call to conference to SIA Headquarters and official visitor at the same time as provided to clubs.
* Attend Governors Round Table; once as SIA governor-elect and twice as SIA governor.
* Submit entries for the region recognition program - Shaping the Future Award.
* 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
1. Planning and Finance Reporting Requirements

Governors are responsible for submitting their region’s strategic plans to guide their efforts and further our strategic direction. These plans are to include tactics/activities to achieve the federation directed region goals, objectives and strategies. Region leaders, including the governor, the region board of directors, and region chairs, should develop the tactics/activities to support the achievement of the strategies, objectives and goals. The SIA region governor shall submit their region’s strategic plan to SIA Headquarters by the deadline requested.

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.

1. 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. They are also an opportunity for “Official Visitors” from the federation board, other SIA leaders or staff to interact with members. Refer to the Official Visitors Guide for further information about these visits. The Guide can be found in the [Governors section](https://www.soroptimist.org/for-clubs-and-members/region-governor-resources/index.html) of the website. SIA Governors should ideally connect with their Official Visitor in November prior to the conference but no later than January 1 to discuss travel logistics and any other important conference information. In addition to providing a hospitable visit, as indicated in the Official Visits Guide, the Governor ensures time on the conference agenda for the Official Visitor’s speech as well as a minimum of 90 minutes during the region board meeting to hold the Healthy Region Conversation.

Governors will also allot time on their conference agendas for four presentations developed by SIA Staff in the areas of program, membership, fundraising, and public awareness. Region chairs are expected to deliver this content.

1. Monitoring and Other Reporting

Healthy Regions are essential to Soroptimist so we can carry out our mission; strengthen our impact; grow our brand; become more attractive to prospective members, supporters and donors; and support our future growth and viability. The methods to monitor and report on region health follows.

* Region performs a self-evaluation against the Guidelines for a Healthy Region for all criteria points where SIA Headquarters does not collect data. Data is due to headquarters in mid-February.
* Discussion of the region brief provided by SIA Headquarters. The official visitor will note areas where the SIA region is excelling and areas that are of concern. In the second year of the biennium, the review must take place between the official visitor, the current region board and the incoming region board of directors. A confidentiality form will be necessary if the incoming board has not been elected.
* The official visitor reports to the federation board with recommendations for any next steps.
* The region governor shall receive a letter from the federation board indicating follow-up and expectations for the upcoming year.
* The region leadership should address the federation board’s expectation in their strategic plan tactics/activities and if requested, submit follow-up reports.