



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

# Convention Chair

## A. Role and Responsibilities

In partnership with SIAHQ staff, the convention chair assists with reaching the goals and objectives of the convention. They act as a liaison between the federation, the convention committee, and other volunteers. They serve as the local ambassador and act as a resource for advice and information

The convention chair supervises the activities of the vice chair, marketing, program, and sponsorship committees, and any other agreed-upon convention committees and volunteers.

## B. Goals and Objectives

- Supports the identified convention goals and objectives.
- Supports SIA's vision, mission, and strategic direction of the organization.
- Welcome and support convention participants.
- Ensure the appointment and recruitment of effective volunteers for the smooth operation of the convention.

## C. Specific Duties

- Attend the convention and be completely available during the convention dates, including preceding and following the convention if needed.
- Recommend the vice chair to the President and Executive Director/CEO at least 18-24 months before the start of the convention.
- Appoint and supervise the vice chair, marketing, program, and sponsorship committees, and any other agreed-upon convention committees and volunteers.
- Oversee onsite volunteer scheduling by the vice chair. Confirm that scheduling is completed at least two months prior to the start of the convention.
- Meet with Chief Impact and Engagement Officer and others as needed.
- Communicate regularly with the Logistics Project Manager regarding volunteer assignments, volunteer identification, recommendations regarding the local area attractions, etc.

- Meet with Chief Impact and Engagement Officer, Content Project Manager, and Logistics Project Manager prior to the convention to review the walkthrough overall event program, volunteer schedule, and any changes.
- Meet daily during the convention with Content Project Manager, Logistics Project Manager, and major committee chairs to resolve any difficulties that may arise and to plan for the next day.
- Make announcements, as needed, to the convention body.
- Present at First Time Attendee orientation session on the first day of the convention and other sessions as identified.

### D. Eligibility Requirements and Qualifications:

- Be a member of SIA in good standing, preferably from the region where the convention is being hosted.
- During the term as Convention Chair, cannot hold another leadership role at SI or SIA (includes federation and region level)
- Dedicated to SIA's vision, mission, and strategic direction.
- Understands the goals and objectives of the convention.
- Read and write English or be willing to arrange translation/interpretation services at your own expense.
- Regularly checks and responds to e-mails timely.
- Able to attend regular conference/telephone and virtual/Zoom meetings.
- Experience managing volunteers.
- Able to work cooperatively with others.

### E. Reports to

Chief Impact and Engagement Officer

### F. Reporting/Monitoring

Provide names and contact information for all committees and volunteers.

Within 45 days of the end of the convention, the chair will collect reports from the committee chairs and provide a report detailing any suggestions and comments that could be helpful to improve future conventions.

### G. Application Process

Selected via an open call for volunteers and agreement on who should be appointed by SIA's President and Executive Director/CEO.

## H. Term of Assignment

Ideally, the chair will be appointed two years prior to the start of the convention and will serve until the final convention reports are completed, approximately two months after the convention.

## I. Finances

Funds will be budgeted to cover all expenses, including transportation, lodging, registration, and ticketed meals during their onsite assignments.

## J. Channels of Communications:

To effectively achieve the goals and objectives of the position, the convention chair must communicate with:

- The Chief Impact and Engagement Officer, Content and Logistics Project Managers on a regular basis.
- The convention vice chair and committee chairs directly report to the convention chair.
- Soroptimist members who will be volunteering in any capacity during the convention.

## K. Supervision

The chair supervises the following volunteers.

- Vice Chair
- Marketing Chair
- Program Chair
- Sponsorship Chair