



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 Vice Chair

A. Role and Responsibilities

The convention vice chair will support the convention chair in meeting the goals and objectives of the convention. They will act as the liaison between the chair, the committees they supervise, and Soroptimists who wish to volunteer their time for the convention. Partnering with the chair, they serve as the local ambassador and act as a resource for advice and information. In the event the Convention Chair is unable to fulfill their role or carry out her full term, the Convention Vice Chair will assume the duties and responsibilities of the Convention Chair. In this instance, the newly appointed Convention Chair will recommend a new Convention Vice Chair to the President and Executive Director/CEO.

The vice chair supervises the volunteers working on general sessions, exhibits, hospitality committees, and any other agreed-upon convention committees and volunteers.

B. Goals and Objectives

- Provide support to meet the identified convention goals and objectives.
- Supports SIA's vision, mission, and strategic direction.
- Welcomes and supports the convention participants.
- Ensure enough volunteers for the smooth operation of the convention.
- Ensure that the convention runs smoothly with the proper recruitment, supervision, and coordination of the doorkeepers, stewards, and VIP transportation volunteers and other volunteer duties.

C. Specific Duties

The convention vice-chair is expected to:

- Recruit, supervises the general session chair, exhibit chair and, hospitality chair, and all volunteers needed for the smooth operation of the convention.
- Attend the convention and be available during the convention dates, including preceding and following the convention if needed.

- Regularly communicate with the convention chair regarding volunteer assignments.
- Meet daily during the convention with major committee chairs to resolve any difficulties and plan for the next day.
- Assist convention chair in other duties as assigned.

D. Eligibility Requirements and Qualifications:

- Be a member of SIA in good standing.
- During the term as Convention Vice-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.
- Able to attend regular conference/telephone and virtual/Zoom meetings.
- Experience managing volunteers.
- Able to work cooperatively with others.
- Experienced in meeting planning.

E. Reports to

Convention Chair

F. Reporting/Monitoring

Provide names and contact information for all committees and volunteers to the convention chair.

Within 30 days after the convention, the vice chair will provide a report detailing any suggestions and comments that could be helpful to improve future conventions to the convention chair.

G. Application Process

The convention chair will identify, vet, and recommend a convention vice chair to the president, Executive Director/CEO, and Chief Impact and Engagement Officer, ideally 18-24 months before the start of the convention.

H. Term of Assignment

The vice chair will be appointed by the president ideally up to 18-24 months prior to the convention and will serve until the convention reports are complete approximately one month 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:

In order to effectively achieve the goals and outcomes of the position, the convention vice chair must communicate with:

- The convention chair and assigned committee chairs.
- The Chief Impact and Engagement Officer and the Content and Logistics Project Managers.
- Soroptimist members who will be volunteering as doorkeepers, stewards, and VIP transportation assistants.

K. Supervision

The vice chair supervises the following volunteers:

- General Sessions Chair
- Exhibits Chair
- Hospitality Chair
- Onsite volunteers