

**Soroptimist International of the Americas
Rocky Mountain Region**

DUTIES OF REGION OFFICERS

The officers of the Rocky Mountain Region will be: Governor, Governor-elect, Treasurer, and Secretary, District Directors for each district in the region and a Parliamentarian appointed by the Governor.

It's important to note that much of the correspondence and decisions made among the Board happen electronically in between the two annual face-to-face Board Meetings. It is extremely important that Region Officers regularly check and respond to email. They should also be comfortable using Web & Phone conferencing. Since all Region Officers will also be on a committee or acting as a liaison to a committee, it is important to be able to communicate effectively, work well within a team, and delegate as needed.

GOVERNOR:

1. Act as Chief Administrative Officer for the region.
2. Stay current via SI and SIA magazines and websites.
3. Review Region Bylaws to agree with SIA Federation Bylaws.
4. Review Region Policies and Procedures to keep updated with activities.
5. Preside at all conferences and all meetings of the Region Board.
6. Provide direction and assistance to District Directors presiding at District Meetings.
7. Review job responsibilities with new Board Members.
8. Review job responsibilities with new Region Committee Chairs.
9. Supervise the work and activities of the region.
10. Appoint Region Parliamentarian.
11. Appoint all Committee Chairs for the region.
12. Attend Federation Governors Round Table and Federation Convention representing the region as a delegate.
13. Arrange for recognition of First Timers and Members of Longer Standing at District Meetings and Region Conferences.
14. Oversee recruitment of clubs to host District Meetings and Region Conferences and set dates.
15. Plan program incentives in conjunction with Region Chairs.
16. Set goals, strategic plan, and timeline for the biennium, with the board and committee chair participation.
17. Share final draft of District Goals with Region Board, Pillar Chairs, and SIA.
18. Encourage clubs in the region to participate in SIA and Rocky Mountain Region projects.
19. Prepare Governor's messages and articles for the Soroptiblast email.
20. Participate in planning the Leadership Development throughout the biennium.
21. Communicate information from SIA Federation to Region Board members.
22. Advise and follow-up with Region Board, Presidents, and Region Chairs.
23. Plan Region Conference and District Meetings with Board members and host clubs.
24. Co-sign region checks.
25. Review Region Budget for new biennium, for review and approval of Board.
26. Review Region Budget to insure items are kept within the Region Budget.

27. Recommend any changes in the budget necessary to the Board for review at Board Meetings, working with the Treasurer and Finance Committee.
28. Listen to input from all Board members, Presidents, Committee Chairs and Soroptimist members.
29. Prepare activity calendar for 2-year term.
30. Have professional picture taken and send forms to Federation for profile, etc.
31. Maintain communication with club presidents throughout the biennium.
32. At the beginning of the biennium, facilitate transfer of banking signatures.
33. Set biennium goals with region board and report at District meeting and Spring Conference as needed.
34. **Send Call to Conference to SIA for approval two weeks prior distribution.**
35. **Distribute Call to Conference to all region members and other SIA Governors at least 45 days prior to conference.** The "Call to Conference" is distributed to the RMR Board, RMR clubs, Past Region Governors, SIA Executive Director, SIA President, and SIA Guests attending the Region Conference and other individuals as directed by the Governor or RMR Board.
36. **Assign two region members to review conference minutes**
37. Distribute Christmas Cards to SIA Headquarters and Governors and any other individuals as directed by the RMR Board.
38. Request updated directory reports from SIA periodically and share with Webmaster and Public Awareness chair.

GOVERNOR-ELECT:

1. Perform duties of Governor in her absence.
1. Stay current via SI and SIA magazines, Soroptimist and websites.
2. Serve on Region Board and attend all District Meetings, Conferences, Governor's Round Table and Conventions. Perform all duties assigned by the Governor.
3. Work with the Treasurer to order and be responsible for consigned supplies to sell at District Meetings and Region Conference.
4. Assist Governor in all responsibilities.
5. Attend all Board Meetings.
6. Be prepared to do workshops as assigned by the Governor.
7. Choose and be responsible for the Region Fundraiser.
8. Prepare for your term as Governor:
 - a. Look for and prepare Committee Appointments. The first year of the biennium look for Soroptimists to serve on all Region Committees.
 - b. Work on budget with Finance Committee.
 - c. Read all mailings from the Governor.
 - d. Read all mailings from SIA and Soroptimist International.
 - e. Review all bylaws, guidelines, procedures and handbooks.
 - a. Attend Governor's Round Table Leadership Workshop to develop
 1. Leadership skills
 2. Conflict management and negotiation skills
 3. A greater understanding of the realm of Soroptimist.
 4. Learn about other regions' policies, awards, procedures and training to gain new ideas.
 - g. Review Governor's duties and prepare for these responsibilities.
 - f. Strengthen parliamentary procedure skills.

10. Perform other duties as assigned by the Governor or RMR Board.
9. Cosign Region checks as needed
10. Arrange Board Christmas pictures at a Fall District meeting.
11. Manage and oversee the sale of supplies at Conference and District meetings. Maintain inventory on all supplies owned by Region. (Do actual count with Treasurer).

REGION SECRETARY:

1. Serve on Region Board and attend all Board Meetings, and Region Conferences. Attend SIA Convention when possible.
2. Stay current via SI and SIA magazines, Soroptiblast and websites.
3. Prepare the "Call to Conference" combining the information provided by the Governor, the host club, the Laws and Resolutions Committee, the Nominating Committee and the Finance Committee, etc. This task may vary according to the Governor and/or the host club.
4. After Conference prepare minutes to include: Board Meeting minutes, Conference minutes, workshops, special events, award winners, bylaw changes, budget adjustments and other changes. First draft of all minutes is due 60 days following the meeting for review. Within 90 days all minutes must be final and distributed. The Governor will review minutes as well as Governor's designees prior to distributing to the balance of the Board. Copies are stored in the permanent record of the region.
5. Conduct correspondence for RMR as requested by the Governor or by the RMR Board. For example:
 - Distribute Christmas Cards, if this is the pleasure of the Governor to RMR clubs, SIA Headquarters and Governors and any other individuals as directed by the Governor or the RMR Board.
 - Thank-you notes
 - Visits acknowledgements, etc.
 - Welcome emails to new clubs in S.I.
6. Prepare certificates as requested by the Governor.
 - For District Meetings: host clubs and host hotels (Certificate to be signed by Governor and Secretary).
 - For Region Conference: host club(s) and host hotel (Certificate to be signed by Governor and Secretary).
7. Have available forms for submitting motions for the Board and for the Conference delegates.
6. Take Roll Call at Conference.
7. Be prepared to take notes at any and all activities.
8. Give workshops as requested by the Governor.
9. Prepare a list of RMR Club Presidents and Treasurers to be included in the RMR Website and distribute to Region Board. This information can be taken from the Form 200.
10. Perform other duties as assigned by the Governor and/or RMR Board.
11. Maintain permanent records of Region
12. Work with the Region Webmaster to update Website documents.

REGION TREASURER:

1. Serve on Region Board and attend all Board Meetings. Attend SIA Convention when possible.
2. Stay current via SI and SIA magazines, Soroptiblast and websites.
3. Send statements for dues and fees to all clubs in the region by early May.
4. Keep records on membership of all clubs in the region.
5. Assign 2 people to count money from Laurel Board and fundraisers. Each person to sign a form, confirming amount received.
6. Keep records in Quick Books online. Transfer banking account signatures, order checks, deposit slips and endorsement stamps, when needed. Attend with the Governor and Governor Elect to sign new signature cards.
7. Responsible for handling all cash receipts and cash disbursements and keep copies.
8. Furnish RMR Board and RMR Committee Chairs with Reimbursement and in-kind forms.
9. Post all transactions to accounting system. Posting will be done monthly to be ready for input to Governor and/or RMR Board when requested.
10. Clarification on correct account coding should be verified by Governor to keep expenses charged to correct accounts and within budget.
11. Prepare financial statement for all Board Meetings, District Meetings and Region Conference. Distribute copies for all Board members. Prepare copies for all attending Conference for review.
12. Work with Finance Committee to prepare and/or review operating budget.
13. Advise Governor or RMR Board as required with updates when money is expended, especially if going over budget.
14. Send all checks to Governor or Governor Elect for second signature, with email notification.
15. Reconcile checking account monthly.
16. Place excess funds in secure financial institutions for interest income, with Board approval.
17. Send previous year financial statement to SIA by October 31.
18. File an annual 990N with the Internal Revenue Service. Send notification to club treasurers to remind of 11/15 deadline.
19. Make hotel reservations for RMR Board & guests at District Meetings and Region Conference.
20. Pay for meals, registration, travel and lodging at all Board Meetings as designated by procedures.
21. Give workshops as designated by the Governor.
22. Be available to advise and work with club Treasurers on responsibilities.
23. Maintain records for each club on number of paid Regular and Life members and reconcile with Federation's report regularly. This is done to be sure clubs are paying RMR and SIA dues for all new and reinstated members.
24. Review Federation and Region bylaws, procedures, policies and guidelines.
25. Prepare suggestions for Board action in financial activities.
26. Prepare checks for any Region award winner at Region Conference each year. (Amount to be determined by Board at pre-conference Board Meeting.)
27. In conjunction with Governor-elect, order and be responsible for consigned supplies to sell at District Meetings and Region Conference.
28. Manage and oversee the sale of supplies at Conference and District meetings. Maintain inventory on all supplies owned by Region. (Do actual count with Governor-elect).
29. Maintain financial reports from Region Conference and District Meetings.

30. Perform other duties as assigned by the Governor or RMR Board.
31. Maintain all historical records for region.

DISTRICT DIRECTORS:

1. Serve as member of Rocky Mountain Region Board and attend all Board Meetings. Attend Federation Conventions when possible.
2. Start early to personally visit all clubs in your district at least once during the biennium.
3. Use email as one source, but not only source, of communication. Request that clubs include you in correspondence that goes out to all club members.
4. Contact Club Presidents occasionally to discuss activities. Offer to help as needed.
5. Work with clubs on recruiting and educating new members and retention of members. Enlist the help of the Region Membership Chair where appropriate.
6. Encourage clubs to participate in the Region's Goals for Clubs, including Founders Pennies, Club Giving, Live Your Dream Award, Dream It Be It or other women and girl focused projects.
7. Assist in chartering new clubs in your district with the Region Membership Chair.
8. Review Federation and Region bylaws, policies, guidelines and procedures and SIA magazines. Stay current via SI and SIA magazines, and websites.
9. Encourage clubs to submit articles to SI, SIA and Soroptiblast.
10. Co-chair District Meetings when held in your district and provide District Meeting Procedures to host club.
11. Participate with Board to plan two-year goals for the region.
12. Act as a liaison with your assigned Committee Chair. As a liaison you will report on the committee activities at Board meetings, and work in conjunction with the Committee Chair and committee members to help present workshops at District Meetings and Region Conference.
13. At least thirty (30) days prior to the District Meeting, to be held in your district, select a District Secretary to take minutes at the meeting. Follow up with District Secretary that minutes were sent to Region Secretary within 30 days.
14. Provide Board with a written report on clubs in your district and bring copies to each "in-person" board meeting for Governor and Secretary and retain one for your records. These reports can then be used to prepare for club recognition at Spring Conference.
15. Send clubs anniversary cards on their charter date.
16. Be prepared to present workshops as requested by the Governor.
17. Keep a file of Club Reports to pass on to successor.
18. Be aware of installation ceremony book.
19. Perform other duties as assigned by Governor and/or RMR Board.