



S O R O P T I M I S T

Best for Women

Soroptimist Board Member Orientation

Soroptimist leaders are charged with ensuring that the club supports Soroptimist International of the Americas' mission to improve the lives of women and girls, in local communities and throughout the world. An effective president and board understand the importance of their role to motivate, manage and move forward. They also realize that their responsibilities cannot be accomplished without the participation and commitment of others, and therefore facilitate teamwork and employ the expertise and talent of all members. It will be a satisfying and rewarding experience when proper communication and delegation is part of club planning.

Many resources are available in the members' area of the SIA website, www.soroptimist.org. The professional staff at headquarters is available to assist in making volunteer time as rewarding and fulfilling as possible. Contact staff at any time at 215-893-9000 or siahq@soroptimist.org.

Planning should include program, membership, fundraising and public awareness.

Program

Club leaders should:

- participate in the Soroptimist Live Your Dream Award, our signature project, which provides cash grants to women who have primary financial responsibility for their families to expand their education and skills.
- Participate in the Soroptimist Workplace Campaign to End Domestic Violence.
- identify needs in our community and design projects to address them
- report on the program successes at club meetings and via email
- report on the program via the Program Focus Report available at soroptimistinternational.org
- submit entries to the Soroptimist Celebrating Success! program, which honors the outstanding projects of clubs across the federation and allows other clubs to learn about these successes—and perhaps duplicate them
- review and evaluate club projects to ensure they are advancing SIA's mission and are compatible with the SIA Strategic Plan. Because there are many demands on members' time, clubs need to evaluate carefully which projects they choose to do. To determine which projects to participate in, club leaders should ask the following questions:
 - ✓ Does this program improve the lives of women and girls?
 - ✓ Does this program advance the goals of the SIA Strategic Plan?
 - ✓ Are club members enthusiastic about this program?
 - ✓ Is this program meeting the needs of women and girls in the community or the world?

Membership

Many opportunities exist for today's professional business woman to contribute to her community. To recruit and retain today's busy working professional, clubs must conduct worthwhile projects in a fun and supportive environment. Do not let rules, regulations, requirements and traditions stifle member participation. Above all, remember that clubs must continually grow and change to ensure that members are able and willing to participate in meaningful work. Club leaders can ensure success by:

- appointing and supporting a membership chair
- monitoring and evaluating the progress of membership growth communicating results
- offering orientation and mentoring of new members
- creating leadership opportunities within the club
- encouraging flexibility in terms of members' commitment of time, talent and resources
- recognizing and rewarding members' contributions
- empowering members by providing support needed to get the job done
- encouraging and maintaining diversity in club membership

Fundraising

Programs depend on the commitment and generosity of members and donors. Special fundraising events provide substantial revenue as well as a way for the club to connect with those in the community who have an interest in the Soroptimist mission. Club support of federation projects also reinforces our status as an international organization dedicated to improving the lives of women and girls in **all** communities served by SIA. Club fundraisers call attention to what the club is doing to address the needs of women and girls.

Club leaders should:

- appoint and support chairs for each fundraising event
- include donations to SIA as part of the club fundraising plan to help maintain and support SIA's programs. It is suggested that this donation be 10% of funds raised.
- seek sponsorships from businesses that would benefit from a relationship with the club
- promote public relations opportunities through special fundraising events

Public Awareness

To attract new members, donors and sponsors, each club must raise awareness of Soroptimist by promoting the organization through the media to let communities know the difference members make in the lives of women and girls. Club leaders should:

- appoint and support a public awareness chair
- ensure that the club maintains a presence in the local community that is consistent with "who" Soroptimist says it is
- educate members about the concept of branding and the importance of focusing efforts on projects that are consistent with SIA's mission.
- send announcements/press releases to media regarding mission-focused projects, events, partnerships with other organizations, success stories, and new officers
- ensure the club website is up to date
- use liveyourdream.org
- maintain the use of social media through a Facebook Page
- ensure the use of SIA's logo and tagline on all materials
- meet with editorial boards/news staff of local newspapers and to talk about the women and girls who have been helped by SIA projects



Club President Guidelines and Responsibilities

The **President**, as chief officer, shall:

- plan and preside at monthly club meeting September through June
- plan and preside at board meetings at least bimonthly to direct business of the club
- maintain a club calendar of events and meetings and post on website.
- (use the Presidents and Program Calendars to aid in planning (available on SIA website)
- foster an inclusive and welcoming atmosphere at all club meetings and events
- work with the board to appoint all committees unless otherwise provided by club bylaws
- be ex officio member of all committees except the nominating committee
- orient the board on the state of club activities, administrative policies, and the relation of the club to the region and federation
- ensure that all members have access to club information via email and website.
- work with the board and VP to ensure members' awareness and familiarity with SIA's Strategic Plan, vision and mission by incorporating International and Federation information in meetings.
- work with the board and VP to ensure consistency of local projects with SIA's Strategic Plan
- work with the treasurer to ensure the club remains in good standing by having dues paid on time and maintains a minimum of 15 regular members
- work with the board and VP to disseminate information from the SIA Board of Directors and headquarters staff to members in a timely manner via email
- monitor the club email address for delivery of important federation communications
- work with the board to facilitate plans for leadership development and succession
- work with the Treasurer and VP to assist in club budget planning which will include donations to SIA
- contribute posts to the club Facebook page and website
- recognize and reward members' contributions
- mail Club Award form to SIA headquarters by June 1 of each year so that club can be recognized for its efforts
- ensure that club members submit Celebrating Success!! Entries by deadline.
- delegate tasks for efficient operation of club
- turn over to her successor, all files, records and other property pertaining to her office and shall inform her successor of the routine duties of the office and of federation and region procedures within ten (10) days of vacating office and serve as a mentor.



S O R O P T I M I S T

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Club Vice-President Guidelines and Responsibilities

The Vice President shall:

- preside at meetings in absence of President
- temporarily succeed the President if the President's position becomes vacant
- work with the president to plan monthly club meetings September through June and provide draft agenda to President before meeting date
- work with the president to help plan board meetings and provide draft agenda to President before meeting date
- work with the board and president to plan the program for each business meeting by securing a speaker when desired. The speaker should:
 - talk about an issue relevant to women and girls, or
 - provide education about the Soroptimist mission, or
 - have information that is relevant to a current community issue, or
 - be a club member or someone from the community that has something to offer as enrichment to members

- chair the service objectives committee
- work with president to meet SI regional and federation deadlines
- foster an inclusive and welcoming atmosphere at all club meetings and events
- ensure that all new members are introduced to the club and inducted in a timely manner
- work with the board and president to ensure members' awareness and familiarity with SIA's Strategic Plan, vision and mission by incorporating International and Federation information in meeting agenda
- work with the board and president to ensure consistency of local projects with SIA's Strategic Plan
- work with the board and president to initiate annual assessments of the club's structure, operations and projects.
- use resources available in the members' area of the SIA website soroptimist.org
- use headquarters staff available at 215-893-9000 or siahq@soroptimist.org
- turn over to her successor, all files, records and other property pertaining to her office and shall inform her successor of the routine duties of the office and of federation and region procedures within ten (10) days of vacating office



Club Treasurer Guidelines and Responsibilities

The treasurer shall:

- make every effort to attend each board and club meeting
- follow club and SIA calendars to ensure each duty is completed on schedule. This will be provided. Inform president if any duties cannot be performed in a timely manner so that these duties can be assigned to someone temporarily
- serve on the budget committee to help in planning club year
- receive and deposit all funds from dues, fundraisers and donations
- balance the checkbook monthly
- sign all checks. In absence of treasurer, the President will sign checks
- record all transactions in a Treasurer's Report using club template and have available at board meeting
- email Treasurer's Report to the President at least 5 days before the club meeting so that it can be forwarded to all members to review
- collect dinner fees at each business meeting and send notices to members that missed meetings without cancelling within 24 hours
- send notices of dues by the first meeting in May. Collect by June 20 of each year
- pay all member dues to Federation and region by due date
- pay bills for authorized expenditures in the club's budget or those approved by the board.
- reimburse members for expenses submitted on a reimbursement form in a timely manner
- obtain Board approval for payment of bills not covered by the budget or approved at a meeting
- keep an updated record of addresses needed for any club financial transactions. ie, organizations and agencies that the club regularly contributes to. This should be kept with financial records
- prepare statement of receipts and disbursements for the fiscal year, and arrange for annual audit (audit should be completed by August 15 if the club fiscal year runs July 1 to June 30)
- prepare and file tax reports as required by national, province/state, or local requirements. See below.
- report membership changes to headquarters, including new and reinstated members, transfers, terminations and other information changes within 30 days. Much of this can be easily done on-line. Can be assigned to membership chair.
- make every effort to attend region training meetings, fall workshop and spring conference
- keep all financial records organized and turn over all records to the new treasurer
- ask for help from President, past treasurer or board members and delegate duties when needed

- turn over to her successor, all files, records and other property pertaining to her office and shall inform her successor of the routine duties of the office and of federation and region procedures within ten (10) days of vacating office
- serve as a mentor to her successor

Preparing required tax forms

Clubs are responsible for filing any forms required with their tax authorities. In the United States, clubs that have filed the appropriate paperwork with SIA headquarters are exempt under section 501(c)(3), and must file the following forms:

Form 990—Annual IRS Return

An annual statement of gross income, receipts and disbursements on this form is required by law of every organization exempt from tax under section 501(c) of the Internal Revenue Code. This form shall be prepared in accordance with the method of accounting regularly employed in keeping the club books. The due date for filing this return is November 15 (if the club's fiscal year is July 1-June 30). The return should be signed by the president, vice president, or treasurer, and then filed with the Internal Revenue Service.

Form 1099—Miscellaneous—Statement of Miscellaneous Income

Each January, IRS Form 1099 must be provided to the previous year's club-level award recipients (e.g., Women's Opportunity Awards, Violet Richardson Awards, and other club cash award recipients) if the amount of the award is \$600 or more. The form must be supplied to each recipient by January 31, and a copy must be provided to the IRS no later than February 28.

Visit the IRS web site, www.irs.gov, for downloadable forms and filing information.

Essential Report Elements

When preparing the various types of reports required to effectively carry out the responsibilities of treasurer, make sure to include the following information:

Treasurer's Report

- balance on-hand at the beginning of the period for which the report is made
- receipts (money received) during the period of the report
- disbursements (money paid out) during the period of the report
- balance on-hand at the close of the period for which the report is made.

Treasurer's Annual Report

- balance at beginning of fiscal year
- receipts by category (e.g., dues, fundraising, interest/investments)
- disbursements by category
- balance on-hand at end of fiscal year.

Preparing the Budget

The treasurer should serve on the finance or budget committee. This committee should write one budget which accurately reflects the Soroptimist mission and maintain records in accordance with the one budget. There is no requirement to keep service funds segregated but the Willimantic club will continue to separate these items. Documentation must be kept regarding how funds donated for specific projects are spent if those funds were earmarked by donors for specific purposes. Clubs in the United States should consult *501(c)(3) Organizations, Fundraising and the IRS – Information for U.S. Clubs*, available in the membership section of the members area of the SIA website, for additional informational regarding budgeting and accounting.

Based on a review of the actual income (receipts) and expenses (disbursement) for the previous two years, the finance or budget committee should prepare the upcoming budget.

Income estimates

- Dues (will membership remain stable, increase, decrease?)
- Special assessments: fees, charges, or other member billings (are there any in place?)
- Interest (anticipated return on savings or checking accounts, or other investments)
- Donations (from members or others outside of the club), sponsorships or grants
- Other sources of income (such as anticipated revenue from fundraising projects)

Expense estimates

General expenses to operate the club should include:

- Officers' and standing committee expenses (postage, telephone, stationery, account books, mileage, expenses related to fundraising, etc.)
- Print jobs (newsletters, bylaws, rosters, brochures, etc.)
- Professional fees (post office box, bank fees, accounting, audit, legal fees, website management)

General membership fees include:

- SIA dues (includes SI dues and club liability insurance) and region dues
- Region conference fees (annual fee; payment allows club to remain in good standing and have voting delegates at annual region conference)
- Mandatory convention fees (in even numbered years; payment allows club to remain in good standing and have one voting delegate at the biennial SIA convention)
- Delegate expenses (transportation, room, board) for region conferences and SIA conventions
- Other member education meetings, including registration fees plus attendee expenses

General program/service expenses to meet the mission of the club:

- Award honoraria including Live Your Dream Award
- Donations to SIA via the Annual Club Campaign
- Founders Pennies to support federation programs
- Public awareness expenses including website maintenance.

Preparing for a year-end audit

Each club should have a year-end audit or examination of their books. This can consist of a committee of club members or the club can choose to pay a professional. If the club does not have a professional audit, an audit committee should be appointed by the club president. The audit committee should use the professionally developed tool, Club Audit Procedure, available in the membership section of the members area of the SIA website.

The auditors will need the following information:

- Bylaws, Procedures or other standing rules
- Meeting minutes
- Adopted budget
- Treasurer's reports
- Annual financial report for prior year

The treasurer should provide:

- Access to receipt and disbursement support documents
- Bank books
- Check register
- Monthly bank statements
- Amount of cash on-hand
- Authorization to obtain statements from bank and/or other investment accounts

The auditors should provide a report that contains:

- Certification that the annual financial statement has been audited and found to be correct (the report should be adopted by the club)
- Any weaknesses found in the accounting procedures (for information only, with no action taken)

Although time will vary from month to month and with each Treasurer, it is expected that these duties will require at least 3-4 hours per month in addition to meeting attendance. There may be times when the time requirement is longer such as in June when dues are being processed or a month when there is a major fundraiser.



Club Recording Secretary Guidelines and Responsibilities

The secretary shall:

- keep the minutes of the club and board meetings
- be custodian of these permanent records
- have a notebook with the past club year's minutes and treasurer's reports available as a record and resource at meetings
- submit to the club the minutes of club business meetings within 14 days after the meeting
- submit to the board the minutes of the board meeting including all recommendations of the board within 7 days of the meeting
- maintain a roll of membership in the records and have available at meetings
- mail copy of minutes and club information to all members without email
- in the absence of the president and vice-president, call meetings to order
- turn over to her successor, all files, records and other property pertaining to her office and shall inform her successor of the routine duties of the office and of federation and region procedures within ten (10) days of vacating office

The secretary should bring the following to each business meeting:

- minutes of previous meetings for the past club year
- treasurer reports for the past club year to serve as a resource for club decisions
- minutes of any business conducted at any meeting since the last business meeting (such as a program or special meeting) that have not been approved
- the roll of membership
- copies of the club's bylaws and procedures/standing rules, as well as the region and federation bylaws and procedures
- a list (agenda) of all business to come before the meeting, arranged in proper order
- blank sign-up sheets

Taking the Minutes

The secretary's primary job is to keep the minutes of the club's board and business meetings. *Roberts Rules of Order Newly Revised* specifies seven essential matters that must be covered in all minutes:

- the kind of meeting
- the name of the group
- the date and place of the meeting
- whether the regular presiding officer and secretary were present, or, in either's absence, the name of the substitute In addition,
- board minutes will reflect the names of board members who were present and those who were absent.
- whether the minutes of the previous meeting were approved
- all motions, points of order and appeals
- the hours of the meeting

The secretary should take notes in the order that business occurs on the meeting agenda, taking special note to record the following:

- *Facts only*: Record only facts; never record opinions. Record all motions verbatim, and indicate the name of the motion maker. If the motion is lengthy or not understandable, ask the president to have the maker repeat or write out the motion. It is not necessary to record who seconded the motion or mention what the discussion included. If a question is hotly contested, simply note “after a lengthy discussion...” which will indicate that the question was openly debated prior to a decision. The results of the vote must be recorded: whether passed, defeated, tabled, referred, etc.
- *Treasurer’s Report*: The minutes should include balances indicated in the treasurer’s report, and it should be stated that the report is filed for audit.
- *Correspondence*: Briefly record items received. If important, make the piece of correspondence a part of the minutes by attaching it and so indicating in the minutes. Record any action taken.
- *Reports of standing committees*: Record the full name of the person giving the report and the committee name. Record the facts briefly. If it is an important report, it should be made in writing and a copy made part of the permanent records; this should be stated in the minutes.
- *Other business*: Resignations are accepted with regret, and there is no need to indicate a reason (the member’s letter will be made part of the files). When assignments are made, what was decided, who is to do it, and by what time is all that is needed in the minutes; details should be worked out in committees. Briefly note announcements. If a discussion is held and a general consensus is reached about an action without it ever being presented as a motion and a vote taken, the action can be noted as “By consensus, the club agreed to...”

Preparing and Presenting the Minutes for Approval

Send a copy to the president within 10 days, as she will need them to set the agenda for the next meeting. Minutes should be typed, and it is helpful to set off action (motions, appointments) by boldfacing or underlining the action taken.

Before the next meeting, the president will distribute minutes via email. Corrections to the minutes, such as a wrong date, misspelled name, etc. need not be noted in the current minutes, but should be entered on the margin of the previous minutes. If there are objections to the way a motion was recorded and there is debate over the real intentions of the club, the motion should be restated exactly as the club wants it, seconded, and a new vote taken. The restated motion is listed in the margin of the previous minutes, and the action is recorded in the current meeting’s minutes. Nothing is erased from minutes; if material is expunged, a line is drawn through the words expunged. Upon approval of the minutes, the secretary should note “approved” and record the date and initial the original minutes. These minutes then become the permanent copy, and should never be destroyed as they are the legal record of the proceedings of the club.

Maintaining the Roll of Membership

The secretary should keep an updated membership roster to determine who is eligible to vote. . Maintaining the roster can be assigned to another member but the secretary will always have it available at a meeting.



Club Corresponding Secretary Guidelines and Responsibilities

The corresponding secretary shall:

- make every effort to attend all board and business meetings
- check email on a regular basis
- pick up mail at post office at least weekly
- record items received
- contact president if correspondence needs attention before meeting
- if important, the correspondence should be given to recording secretary to be attached to and recorded in minutes
- take minutes in absence of recording secretary
- send out notices and correspondence that do not fall under the responsibilities of other officers. Note: each officer or committee chair should write the letters related to her own work or that of the committee
- all communications relating to the general work of the club received by any other officer should be referred to the corresponding secretary for reply
- requests for donations should be noted and kept in a separate folder for review by the service committee unless there is a deadline for action
- communications received by the corresponding secretary relating to the work of another officer should be referred to the officer for reply, or the corresponding secretary may obtain the desired information and respond herself
- make all correspondence available at each meeting for members to review if desired
- turn over to her successor, all files, records and other property pertaining to her office and shall inform her successor of the routine duties of the office and of federation and region procedures within ten (10) days of vacating office
- serve as a mentor for her successor

Club Director Guidelines and Responsibilities

Directors shall:

- make every effort to attend all board and business meetings
- check email on a regular basis
- send announcements/press releases regarding mission-focused projects, events, partnerships with other organizations and success stories to local media
 - use templates found on Soroptimist.org
 - keep a log of media mentions
 - submit successes to *Best for Women Magazine* (SIA magazine)
- help with other board duties when assigned