



SOROPTIMIST INTERNATIONAL GREAT BRITAIN AND IRELAND (SIGBI) LIMITED

REGION/NATIONAL ASSOCIATION/NETWORK ROLE SPECIFICATIONS

For the purpose of this document, references to Soroptimist International Great Britain and Ireland (SIGBI) Limited and Soroptimist International may be written as "SIGBI" and "SI" only.

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JOB SHARING

Soroptimist International Great Britain and Ireland (SIGBI) Ltd is committed both to issues of equality of opportunity and to providing flexible working practices to assist in the work/life balance for members. SIGBI supports the practice of job sharing at all levels within the organisation. It recognises that job sharing opens up a range of opportunities for those who cannot, or choose not to work on a position on a full time basis.

The Practice of Job Sharing

- Job sharing is an arrangement whereby two or more people choose to share a position.
- Vacant positions will be deemed to be appropriate for a job share arrangement and will therefore be advertised as available on a job share basis. No position will be deemed as only available on a job share basis.
- There is no automatic right for any applicant to work on a job share basis. There will be no compulsion on members to share positions unless they voluntarily express a desire to do so, nor shall those making applications for a position be compelled to consider job share instead.

Job Share Opportunities - Vacant Positions

- All full time vacant or new positions will be considered suitable for job sharing and the position will be advertised accordingly within the Club, Region, National Association, Network and Federation.

Please note:

It is up to the Region/National Association/Network how the workload of each post is addressed. Work may be delegated to members with relevant skills or, if more appropriate, an ad hoc Committee created for specific tasks or projects.

REGION/NATIONAL ASSOCIATION/NETWORK PRESIDENT

PURPOSE AND ROLE

To lead and co-ordinate the activities of the Region/National Association/Network and carry out the duties of an Officer of the Region/National Association/Network, working to promote the Vision and Mission of Soroptimist International.

KEY TASKS

1. Have knowledge of the policies and procedures of SIGBI and be aware of developments within the organisation.
2. Lead the Region/National Association/Network Council and Chair the Region/National Association/Network Council Meetings, encouraging effective liaison between Council members.
3. Plan, in conjunction with the Region/National Association/Network Officers, the programme for meetings, conferences and other activities for members.
4. Lead the Region/National Association/Network Council in the production of a Region/National Association/Network Development Plan, based on the SIGBI Strategic Framework.
5. Support the Region/National Association/Network Programme Action Committee to encourage Programme Action.
6. Attend and participate in Region/National Association/Network meetings and events.
7. Work closely with the Region/National Association/Country Councillor to aid communication between the Region/National Association/Country and Federation.
8. Work closely with the Region/National Association/Network Communications, Membership and Organisational Development Officers to ensure membership remains a priority within the Region/National Association/Network, including the formation of new Clubs.
9. Represent the Region/National Association/Network at official functions, within both the Region/National Association/Network and the Federation.
10. Be aware of the Soroptimist view on issues of importance by referring to the “Where We Stand” Global Voice, Programme Action Magazine (PAM), Global Impact Report and Federation publications.
11. Promote unity among the Clubs in the Region/National Association/Network.
12. Promote participation by members in the work and life of the organisation and encourage mutual support.
13. Attend Federation General Meetings and Federation Conference, wherever possible.
14. Ensure that any disputes referred to the Region/National Association/Network by members or Clubs are properly dealt with and all action is documented.
15. Be an ex-officio member of all Region/National Association/Network Committees.
16. Support Club functions within the Region/National Association/Network as invited.
17. Report to the Region/National Association/Network on activities undertaken.
18. Act as one of the signatories on cheques.

REGION/NATIONAL ASSOCIATION/NETWORK PRESIDENT

METHOD OF ELECTION

A candidate shall be in good standing.

At the time of nomination, a candidate must have served one full year on the Region/National Association/Network Council.

The Region/National Association/Network President Elect normally proceeds to the office of President without further election.

If the candidate has not been the Region/National Association/Network President Elect election shall be by a vote of the Region/National Association/Network Council at the Region/National Association/Network Annual General Meeting

TERM OF OFFICE

One Federation year (dependent upon the Region/National Association/Network's agreed term of office).

She shall take office at the start of the Federation year following her election.

On completion of her term of office, a member cannot stand for the same office until two years have elapsed after the end of her last term of office.

REMOVAL FROM OFFICE

Where a Region/National Association/Network President is not performing satisfactorily in her elected role, the Region/National Association/Network has the power to remove her by calling an Extraordinary General Meeting at which a motion to remove the Region/National Association/Network President will be presented.

RIGHT OF APPEAL

A Region/National Association/Network President shall have the right of appeal to a further Extraordinary General Meeting. Her notice of removal from office is suspended pending the result of that appeal. On completion of the appeal, Region/National Association/Network members shall vote, by a paper ballot, on the motion to remove the Region/National Association/Network President.

A Region/National Association/Network President shall have a further right of appeal to the Federation Management Board, whose decision is final.

A Region/National Association/Network President who is removed from office shall be precluded from taking further office within the Club.

FUNDING

Re-imbursment by the Region/National Association of expenses properly incurred at a level to be decided by the Region/National Association/Network.

Expenses to attend meetings/events of Clubs will be met by the hosts.

REGION/NATIONAL ASSOCIATION/NETWORK PRESIDENT ELECT

PURPOSE AND ROLE

To support and deputise for the President where necessary, and carry out the duties of an Officer of the Region/National Association/Network working to promote the Vision and Mission of Soroptimist International.

KEY TASKS

1. Have knowledge of the policies and procedures of SIGBI and be aware of developments within the organisation.
2. Perform such duties, as requested and deputise for the Region/National Association/Network President as required.
3. Attend and participate in Region/National Association/Network meetings and events.
4. Work closely with the Region/National Association/Network President to plan the next Presidential year and to achieve a smooth transition and continuity of work.
5. Be aware of the Soroptimist view on issues of importance by referring to the “Where We Stand” Global Voice, Programme Action Magazine (PAM), Global Impact Report and Federation publications.
6. Attend Federation General Meetings and Federation Conference, wherever possible.
7. Act as one of the signatories on cheques, if required.

METHOD OF ELECTION

A candidate shall be in good standing.

At the time of nomination, a candidate must have served one full year on the Region/National Association/Network Council.

The Region/National Association/Network Vice President normally proceeds to the office of President Elect without further election.

If an election is required this shall be by a vote of the Region/National Association/Network Council at the Region/National Association/Network Annual General Meeting

TERM OF OFFICE

One Federation year (dependent upon the Region/National Association/Network’s agreed term of office)

She shall take office at the start of the Federation year following her election.

On completion of her term of office, a member cannot stand for the same office until two years have elapsed after the end of her last term of office.

REMOVAL FROM OFFICE

Where a Region/National Association/Network President Elect is not performing satisfactorily in her elected role, the Region/National Association/Network has the power to remove her by calling an Extraordinary General Meeting at which a motion to remove the Region/National Association/Network President Elect will be presented.

REGION/NATIONAL ASSOCIATION/NETWORK PRESIDENT ELECT

RIGHT OF APPEAL

A Region/National Association/Network President Elect shall have the right of appeal to a further Extraordinary General Meeting. Her notice of removal from office is suspended pending the result of that appeal. On completion of the appeal, Region/National Association/Network members shall vote, by a paper ballot, on the motion to remove the Region/National Association/Network President Elect.

A Region/National Association/Network President Elect shall have a further right of appeal to the Federation Management Board, whose decision is final.

A Region/National Association/Network President Elect who is removed from office shall be precluded from taking further office within the Region/National Association/Network.

FUNDING

Re-imbusement by the Region/National Association/Network of expenses properly incurred at a level to be decided by the Region/National Association/Network.

Expenses to attend meetings/events of Clubs will be met by the hosts.

REGION/NATIONAL ASSOCIATION/NETWORK VICE PRESIDENT

PURPOSE AND ROLE

To support and deputise for the President and President Elect where necessary and carry out the duties of an Officer of the Region/National Association/Network working to promote the Vision and Mission of Soroptimist International.

KEY TASKS

1. Have knowledge of the policies and procedures of SIGBI and be aware of developments within the organisation.
2. Perform such duties, as requested and deputise for the President and President Elect as required.
3. Attend and participate in Region/National Association/Network meetings and events.
4. Work closely with the Region/National Association/Network President and President Elect to plan the next Presidential year and to achieve a smooth transition and continuity of work.
5. Be aware of the Soroptimist view on issues of importance by referring to the “Where We Stand” Global Voice, Programme Action Magazine (PAM), Global Impact Report and Federation publications.

METHOD OF ELECTION

A candidate shall be in good standing.

At the time of nomination, a candidate must have served one full year on the Region/National Association/Network Council.

The Region/NA/Network Vice President normally proceeds to the office of Region/NA/Network President Elect without further election.

If an election is required this shall be by vote of the Region/National Association/Network Council at the Region/National Association/Network Annual General Meeting.

TERM OF OFFICE

One Federation year (dependent upon the Region/National Association/Network’s agreed term of office).

She shall take office at the start of the Federation year following her election.

On completion of her term of office, a member cannot stand for the same office until two years have elapsed after the end of her last term of office.

REMOVAL FROM OFFICE

Where a Region/National Association/Network Vice President is not performing satisfactorily in her elected role, the Region/National Association/Network has the power to remove her by calling an Extraordinary General Meeting at which a motion to remove the Region/National Association/Network Vice President will be presented.

RIGHT OF APPEAL

A Region/National Association/Network Vice President shall have the right of appeal to a further Extraordinary General Meeting. Her notice of removal from office is suspended pending the result of that appeal. On completion of the appeal, Region/National Association/Network members shall vote, by a paper ballot, on the motion to remove the Region/National Association/Network Vice President.

REGION/NATIONAL ASSOCIATION/NETWORK VICE PRESIDENT

RIGHT OF APPEAL

A Region/National Association/Network Vice President shall have a further right of appeal to the Federation Management Board, whose decision is final.

A Region/National Association/Network Vice President who is removed from office shall be precluded from taking further office within the Region/National Association/Network.

FUNDING

Re-imbusement by the Region/National Association/Network of expenses properly incurred at a level to be decided by the Region/National Association/Network.

Expenses to attend meetings/events of Clubs will be met by the hosts.

REGION/NATIONAL ASSOCIATION/NETWORK IMMEDIATE PAST PRESIDENT

ROLE AND PURPOSE

To support the President and carry out the duties of an Officer of the Club, working to promote the Vision and Mission of Soroptimist International.

KEY TASKS

1. Have knowledge of the policies and procedures of SIGBI and be aware of developments within the organisation.
2. Perform such duties, as requested and deputise for the President and President Elect as required.
3. Attend and participate in Region/National Association/Network meetings and events.
4. Work closely with the Region/National Association/Network President to plan the next Presidential year and to achieve a smooth transition and continuity of work.
5. Be aware of the Soroptimist view on issues of importance by referring to the “Where We Stand” Global Voice, Programme Action Magazine (PAM) and Federation publications.

METHOD OF ELECTION

The Region/National Association/Network President becomes Immediate Past President on completion of her term of office as Region/National Association/Network President, without further election.

TERM OF OFFICE

One Federation year (dependent upon the Region/National Association/Network’s agreed term of office)

She shall take office at the start of the Federation year following her term of office as Region/National Association/Network President.

REMOVAL FROM OFFICE

Where a Region/National Association/Network Immediate Past President is not performing satisfactorily in her role, the Region/National Association/Network has the power to remove her by calling an Extraordinary General Meeting at which a motion to remove the Region/National Association/Network Immediate Past President will be presented.

RIGHT OF APPEAL

A Region/National Association/Network Immediate Past President shall have the right of appeal to a further Extraordinary General Meeting. Her notice of removal from office is suspended pending the result of that appeal. On completion of the appeal, Region/National Association/Network members shall vote, by a paper ballot, on the motion to remove the Region/National Association/Network Immediate Past President.

A Region/National Association/Network Immediate Past President shall have a further right of appeal to the Federation Management Board, whose decision is final.

A Region/National Association/Network Immediate Past President who is removed from office shall be precluded from taking further office within the Region/National Association/Network.

FUNDING

Re-imbusement by the Region/National Association/Network of expenses properly incurred at a level to be decided by the Region/National Association/Network.

Expenses to attend meetings/events of Clubs will be met by the hosts.

REGION/NATIONAL ASSOCIATION/NETWORK SECRETARY

PURPOSE AND ROLE

To support the President, administer the business of the Region/National Association/Network and carry out the duties of an Officer of the Club, working to promote the Vision and Mission of Soroptimist International.

KEY TASKS

1. Ensure that the business of the Region/National Association/Network is efficiently administered, including the minuting of meetings, recording of votes by the Regional/National Association/Network Council and handling of all correspondence.
2. Ensure effective communication between the Region/National Association/Network Council and all Clubs.
3. Ensure that a diary of the Soroptimist year within the Region/National Association/Network is maintained, circulated to all Clubs and posted on the website. This may be done in conjunction with the Communications Officer and Website Administrator.
4. Support Club Secretaries within the Region/National Association/Network.
5. Submit prompt and accurate returns to SIGBI HQ as required.
6. Prepare an Annual Report for presentation at the Region/National Association/Network Annual General Meeting.
7. Attend Region/National Association/Network Council and Officers' Meetings.
8. In co-operation with the President and Officers prepare an agenda for meetings of the Region/National Association/Network.
9. If required, prepare an annotated agenda for the President for Region/National Association/Network Meeting.
10. Ensure that minutes, agendas and any other paperwork required for meetings are circulated to Clubs within the Region/National Association/Network.
11. Arrange venues for Region/National Association/Network Council Meetings and Officers' Meetings.
12. Notify SIGBI HQ promptly of any changes in Region/National Association/Network representation.
13. Be aware of the Soroptimist view on issues of importance by referring to the "Where We Stand" Global Voice, Programme Action Magazine (PAM) and Federation publications.

METHOD OF ELECTION

A candidate shall be in good standing.

Election shall be by vote of the Region/National Association/Network Council at the Annual General meeting.

TERM OF OFFICE

Elected initially for three Federation years and eligible for re-election for a further three years. The Region/National Association/Network Secretary shall serve for no more than six consecutive years.

She takes office at the start of the Federation year following her election.

On completion of the term of office, a member cannot stand for the same office until two years have elapsed after the end of the last term of office.

REGION/NATIONAL ASSOCIATION/NETWORK SECRETARY

REMOVAL FROM OFFICE

Where a Region/National Association/Network Secretary is not performing satisfactorily in the elected role, the Region/National Association/Network has the power to remove the Region/National Association/Network Secretary by calling an Extraordinary General Meeting at which a resolution to remove the Region/National Association/Network Secretary will be presented.

RIGHT OF APPEAL

A Region/National Association/Network Secretary shall have the right of appeal to a further Extraordinary General Meeting. Her notice of removal from office is suspended pending the result of that appeal. On completion of the appeal, Region/National Association/Network members shall vote, by a paper ballot, on the motion to remove the Region/National Association/Network Secretary.

A Region/National Association/Network Secretary shall have a further right of appeal to the Federation Management Board, whose decision is final.

A Region/National Association/Network Secretary who is removed from office shall be precluded from taking further office within the Region/National Association/Network.

FUNDING

Re-imburement by the Region/National Association/Network of expenses properly incurred at a level to be decided by the Region/National Association/Network.

Expenses to attend meetings/events of Clubs will be met by the hosts.

REGION/NATIONAL ASSOCIATION/NETWORK TREASURER

PURPOSE AND ROLE

To administer and oversee the financial affairs of the Region/National Association/Network and carry out the duties of an Officer, working to promote the Vision and Mission of Soroptimist International.

KEY TASKS

1. Have knowledge of the policies and procedures of SIGBI and be aware of developments within the organisation.
2. Keep proper books of accounts.
3. Open and operate bank accounts agreed by the Region/National Association/Network Council.
4. Attend and participate in Region/National Association/Network meetings and events.
5. Prepare a budget, in consultation with the Officers of the Region/National Association/Network Council for approval by the Region/National Association/Network Executive.
6. Draw up a statement of accounts and balance sheet for the Region/National Association/Network financial year and arrange for it to be independently examined by a person with relevant expertise, who is not a member of that particular Region/National Association/Network. The accounts shall be presented to the Region/National Association/Network at its Annual General Meeting.
7. Receive monies due to the Region/National Association/Network and make payments on behalf of the Region/National Association/Network.
8. Pay accounts and expenses.
9. Report on the finances of the Region/National Association/Network at business meetings.
10. Act as one of the signatories on cheques.
11. Arrange for change of signatories mandate to be completed for new signing Officers each year.
12. Ensure that the Region/National Association/Network receives appropriate advice on its financial affairs.
13. Arrange insurance of Region/National Association/Network regalia and other assets.

METHOD OF ELECTION

A candidate shall be in good standing.

At the time of nomination, a candidate must have served one full year on the Region/National Association/Network Council.

Election shall be by vote of the Region/National Association/Network Council at the Annual General meeting.

TERM OF OFFICE

Elected initially for three Federation years and eligible for re-election for a further three years. The Region/National Association/Network Treasurer shall serve for no more than six consecutive years.

She takes office at the start of the Federation year following her election.

On completion of the term of office, a member cannot stand for the same office until two years have elapsed after the end of the last term of office.

REGION/NATIONAL ASSOCIATION/NETWORK TREASURER

REMOVAL FROM OFFICE

Where a Region/National Association/Network Treasurer is not performing satisfactorily in the elected role, the Region/National Association/Network has the power to remove the Region/National Association/Network Treasurer by calling an Extraordinary General Meeting at which a resolution to remove the Region/National Association/Network Treasurer will be presented.

RIGHT OF APPEAL

A Region/National Association/Network Treasurer shall have the right of appeal to a further Extraordinary General Meeting. Her notice of removal from office is suspended pending the result of that appeal. On completion of the appeal, Region/National Association/Network members shall vote, by a paper ballot, on the motion to remove the Region/National Association/Network Treasurer.

A Region/National Association/Network Treasurer shall have a further right of appeal to the Federation Management Board, whose decision is final.

A Region/National Association/Network Treasurer who is removed from office shall be precluded from taking further office within the Region/National Association/Network.

FUNDING

Re-imbursment by the Region/National Association/Network of expenses properly incurred at a level to be decided by the Region/National Association/Network.

Expenses to attend meetings/events of Clubs will be met by the hosts.

REGION PROGRAMME ACTION COMMITTEE CHAIRMAN

PURPOSE AND ROLE

To ensure that Clubs are kept fully informed of relevant Programme Action activities by focusing on the Programme Goals and Objectives and the Long Term Theme and carry out the duties of an Officer of the Region, working to promote the Vision and Mission of Soroptimist International.

KEY TASKS

1. Have knowledge of the policies and procedures of SIGBI and be aware of developments within the organisation.
2. Be aware of the Soroptimist view on issues of importance by referring to the “Where We Stand” Global Voice, Programme Action Magazine (PAM) and Federation publications.
3. Attend and participate in Region meetings and events.
4. Chair the Region Programme Action Committee.
5. Represent the Region(s) on the UK Programme Action Committee.
6. Ensure Clubs focus on appropriate projects and promote best practice by co-ordinating Programme Action activities within the Region, including Regional Projects.
7. Provide a channel of communication to Clubs, the UK Programme Action Committee and the Federation Programme Team as appropriate.
8. Ensure that Clubs submit online Programme Focus Report Forms onto the Programme Focus Reporting Database when appropriate and assist Clubs in their completion if/when necessary.
9. Report to the Regional Programme Action Committee on matters discussed at the UK Programme Action Committee meetings, and stimulate interest, research and action in relation to these matters within the Region.
10. Cultivate links with appropriate governmental and non-governmental organisations on programme related matters.

METHOD OF ELECTION

A candidate shall be in good standing.

At the time of nomination, a candidate must have served one full year as a Club Programme Action Officer.

Election shall be by vote of the Region Council at the Annual General meeting.

TERM OF OFFICE

Elected initially for two Federation years and eligible for re-election for a further two years. The Region Programme Action Committee Chairman shall serve for no more than four consecutive years.

She takes office at the start of the Federation year following her election.

On completion of the term of office, a member cannot stand for the same office until two years have elapsed after the end of the last term of office.

REMOVAL FROM OFFICE

Where a Region Programme Action Committee Chairman is not performing satisfactorily in the elected role, the Region has the power to remove the Region Programme Action Committee Chairman by calling an Extraordinary General Meeting at which a resolution to remove the Region Programme Action Committee Chairman will be presented.

REGION PROGRAMME ACTION COMMITTEE CHAIRMAN

RIGHT OF APPEAL

A Region Programme Action Committee Chairman shall have the right of appeal to a further Extraordinary General Meeting. Her notice of removal from office is suspended pending the result of that appeal. On completion of the appeal, Region/National Association/Network members shall vote, by a paper ballot, on the motion to remove the Region/National Association/Network Programme Action Committee Chairman.

A Region Programme Action Committee Chairman shall have a further right of appeal to the Federation Management Board, whose decision is final.

A Region Programme Action Committee Chairman who is removed from office shall be precluded from taking further office within the Region.

FUNDING

Re-imbusement by the Region of expenses properly incurred at a level to be decided by the Region.

Expenses to attend meetings/events of Clubs will be met by the hosts.

NATIONAL PROGRAMME ACTION COMMITTEE CHAIRMAN

National Programme Action Committee Chairmen may serve a National Association or a Country with less than 5 Clubs. Country = National.

PURPOSE AND ROLE

To represent the National Association/Country at the Federation Programme Action Committee and ensure that Clubs are kept fully informed of relevant Programme Action activities by focusing on the Programme Goals and Objectives and the Long Term Theme and carry out the duties of an Officer of the National Association/Country working to promote the Vision and Mission of Soroptimist International.

KEY TASKS

1. Have knowledge of the policies and procedures of SIGBI and be aware of developments within the organisation.
2. Be aware of the Soroptimist view on issues of importance by referring to the “Where We Stand” Global Voice, Programme Action Magazine (PAM) and Federation publications.
3. Attend and participate in National Association/Country meetings and events.
4. Chair the National Association/Country Programme Action Committee.
5. Represent the National Association/Country on the Federation Programme Action Committee.
6. Ensure National Association/Country focus on appropriate projects and promote best practice by encouraging nation/country-wide action and projects.
7. Co-ordinate Programme Action activities within the National Association/Country, including promoting National Association/Country-wide Projects.
8. Provide a channel of communication to Clubs, the National Association/Country Programme Action Committee and the Federation Programme Team as appropriate.
9. Cultivate links with appropriate governmental and non-governmental organisations on programme related matters.
10. Ensure that Clubs submit online Programme Focus Report Forms onto the Programme Focus Reporting Database when appropriate and assist Clubs in their completion if/when necessary.

METHOD OF ELECTION

A candidate shall be in good standing.

At the time of nomination, a candidate must have served one full year as a Club Programme Action Officer.

She takes office at the start of the Federation year following her election.

Election shall be by vote of the National Association Council/Country Programme Action Chairmen at the Annual General meeting.

TERM OF OFFICE

Elected initially for two Federation years and eligible for re-election for a further two years. The National Association/Country Programme Action Committee Chairman shall serve for no more than four consecutive years.

She takes office at the start of the Federation year following her election.

On completion of the term of office, a member cannot stand for the same office until two years have elapsed after the end of the last term of office.

NATIONAL PROGRAMME ACTION COMMITTEE CHAIRMAN

National Programme Action Committee Chairman may serve a National Association or a Country with less than 5 Clubs. Country = National.

REMOVAL FROM OFFICE

Where a National Association/Country Programme Action Committee Chairman is not performing satisfactorily in the elected role, the National Association/Country has the power to remove the National Association/Country Programme Action Committee Chairman by calling an Extraordinary General Meeting at which a resolution to remove the National Association/Country Programme Action Committee Chairman will be presented.

RIGHT OF APPEAL

A National Association/Country Programme Action Committee Chairman shall have the right of appeal to a further Extraordinary General Meeting. Her notice of removal from office is suspended pending the result of that appeal. On completion of the appeal, National Association/Country members shall vote, by a paper ballot, on the motion to remove the National Association/Country Programme Action Chairman.

A National Association/Country Programme Action Committee Chairman shall have a further right of appeal to the Federation Management Board, whose decision is final.

A National Association/Country Programme Action Committee Chairman who is removed from office shall be precluded from taking further office within the National Association/Country.

FUNDING

Re-imbursment by the National Association/Country of expenses properly incurred at a level to be decided by the National Association/Country.

Expenses to attend meetings/events of Clubs will be met by the hosts.

NETWORK PROGRAMME ACTION COMMITTEE CHAIRMAN

PURPOSE AND ROLE

To represent the Network at the Network Meetings and ensure that National Associations/Countries are kept fully informed of relevant Programme Action activities by focusing on the Programme Goals and Objectives and the Long Term Theme and carry out the duties of an Officer of the Network working to promote the Vision and Mission of Soroptimist International.

KEY TASKS

1. Have knowledge of the policies and procedures of SIGBI and be aware of developments within the organisation.
2. Be aware of the Soroptimist view on issues of importance by referring to the “Where We Stand” Global Voice, Programme Action Magazine (PAM) and Federation publications.
3. Attend and participate in Network meetings and events.
4. Chair the Network Programme Action Committee.
5. Ensure National Associations/Countries focus on appropriate projects and promote best practice by encouraging nation/country-wide action and projects.
6. Co-ordinate Programme Action activities within the Network including promoting National Association/Country-wide Projects.
7. Provide a channel of communication to the National Association/Country Programme Action Committee and the Federation Programme Team as appropriate.
8. Cultivate links with appropriate governmental and non-governmental organisations on programme related matters.
9. Ensure that Clubs submit online Programme Focus Report Forms onto the Programme Focus Reporting Database when appropriate and assist Clubs in their completion if/when necessary.

METHOD OF ELECTION

A candidate shall be in good standing.

At the time of nomination, a candidate must have served one full year as a Club Programme Action Officer.

Election shall be by vote of the Network Council at the Annual General meeting.

TERM OF OFFICE

Elected initially for two Federation years and eligible for re-election for a further two years. The Network Programme Action Committee Chairman shall serve for no more than four consecutive years.

She takes office at the start of the Federation year following her election.

On completion of the term of office, a member cannot stand for the same office until two years have elapsed after the end of the last term of office.

REMOVAL FROM OFFICE

Where a Network Programme Action Committee Chairman is not performing satisfactorily in the elected role, the Region has the power to remove the Network Programme Action Committee Chairman by calling an Extraordinary General Meeting at which a resolution to remove the Network Programme Action Committee Chairman will be presented.

NETWORK PROGRAMME ACTION COMMITTEE CHAIRMAN

RIGHT OF APPEAL

A Network Programme Action Committee Chairman shall have the right of appeal to a further Extraordinary General Meeting. Her notice of removal from office is suspended pending the result of that appeal. On completion of the appeal, Network members shall vote, by a paper ballot, on the motion to remove the Network Programme Action Committee Chairman.

A Network Programme Action Committee Chairman shall have a further right of appeal to the Federation Management Board, whose decision is final.

A Network Programme Action Committee Chairman who is removed from office shall be precluded from taking further office within the Network.

FUNDING

Re-imburement by the Network of expenses properly incurred at a level to be decided by the Network.

Expenses to attend meetings/events of Clubs will be met by the hosts.

SECRETARY REGION/NATIONAL/NATIONAL ASSOCIATION/NETWORK PROGRAMME ACTION COMMITTEE

PURPOSE AND ROLE

To support the Region/National/National Association/Network Programme Action Committee and administer the business of the Region/National/National Association/Network Programme Action Committee and carry out the duties of an Officer, working to promote the Vision and Mission of Soroptimist International.

KEY TASKS

1. Act as Secretary to the Region/National/National Association/Network Programme Action Committee.
2. Prepare the Agenda for meetings of the Committee, in association with the Chairman of the Region/National/National Association/Network Programme Action Committee.
3. Circulate Agendas and Minutes of all Committee meetings to the Committee.
4. Receive, record, and present documentation to the Committee and answer all correspondence.
5. Prepare and circulate information as required to all Committee members.
6. Ensure that appropriate venues are booked for all meetings.

METHOD OF ELECTION

A candidate shall be in good standing.

Election shall be by vote of the Region/National Association/Network Programme Action Committee at the Region/National Association/Network General meeting.

TERM OF OFFICE

Initially for three Federation years, and eligible for re-election for a further three years. The Region/National/National Association/Network Programme Action Secretary shall serve for no more than six consecutive years.

She takes office at the start of the Federation year following her election.

On completion of the term of office, a member cannot stand for the same office until two years have elapsed after the end of the last term of office.

REMOVAL FROM OFFICE

Where a Region/National/National Association/Network Programme Action Secretary is not performing satisfactorily in the elected role, the Region/National/National Association/Network Programme Action Committee has the power to remove the Region/National/National Association/Network Programme Action Secretary by calling an Extraordinary General Meeting at which a resolution to remove the Region/National/National Association/Network Programme Action Secretary will be presented.

SECRETARY REGION/NATIONAL/NATIONAL ASSOCIATION/NETWORK PROGRAMME ACTION COMMITTEE

RIGHT OF APPEAL

A Region/National/National Association/Network Programme Action Secretary shall have the right of appeal to a further Extraordinary General Meeting. Her notice of removal from office is suspended pending the result of that appeal. On completion of the appeal, Region/National Association/Network members shall vote, by a paper ballot, on the motion to remove the Region/National Association/Network Programme Action Secretary.

A Region/National/National Association/Network Programme Action Secretary shall have a further right of appeal to the Federation Management Board, whose decision is final.

A Region/National/National Association/Network Programme Action Secretary who is removed from office shall be precluded from taking further office within the Network.

FUNDING

Re-imbusement by the Region/National/National Association/Network of expenses properly incurred at a level to be decided by the Region/National/National Association/Network.

Expenses to attend meetings/events of Clubs will be met by the hosts.

REGION/NATIONAL ASSOCIATION/NETWORK COMMUNICATIONS OFFICER

PURPOSE AND ROLE

The term communications covers public relations, publicity and marketing activity. It covers internal and external communications and all available forms of media to address communications.

The main purpose of the Region/National Association/Network Communications Officer is to use every opportunity to raise the profile of Soroptimist International and ensure that Soroptimist International is portrayed as a prestigious and dynamic professional women's organisation with an international impact and to carry out the duties of an Officer of a Region/National Association/Network, working to promote the Vision and Mission of Soroptimist International.

KEY TASKS

1. Ensure that the Region/National Association/Network and Clubs within the Region/National Association/Network have either a SIGBI website, or a website that is approved by SIGBI for linking into the SIGBI website. The role of the Region/National Association/Network Website Administrator (see separate Role Specification) is optional; however the Region/National Association/Network Communications Officer must ensure that the Region/National Association/Network website is administered and maintained to SIGBI standards.
2. Report to the Region/National Association/Network on communication issues and liaise closely with the Federation Directors of Communications and Membership and the Region/National Association and Network Organisational Development and Membership Officers to promote communication and development activities and implement publicity and marketing strategies.
3. Attend and participate in Region/National Association/Network meetings and events.
4. Encourage Clubs within the Region/National Association/Network to promote their activities and Programme Action work in the local media.
5. Write and distribute to appropriate outside agencies, regular, interesting and accurate informative press releases on Region/National Association/Network activities and events.
6. Arrange Region/National Association/Network radio, television and press interviews/conferences on newsworthy subjects and events.
7. Arrange for photographs to be taken of all newsworthy events for uploading onto Region/National Association/Network websites and for internal and external publicity.
8. Watch for new developments and issues and take the opportunity to contact the media with the Soroptimist view.
9. Lobby the Region/National Association/Network political and business decision makers.

METHOD OF ELECTION

A candidate shall be in good standing.

At the time of nomination, a candidate must have served one full year as a Club Communications Officer.

Election shall be by vote of the Region/National/Network Association Council the Annual General meeting.

REGION/NATIONAL ASSOCIATION/NETWORK COMMUNICATIONS OFFICER

TERM OF OFFICE

Elected initially for two Federation years and eligible for re-election for a further two years. The Region/National Association/Network Communications Officer shall serve for no more than four consecutive years.

She takes office at the start of the Federation year following her election.

On completion of the term of office, a member cannot stand for the same office until two years have elapsed after the end of the last term of office.

REMOVAL FROM OFFICE

Where a Region/National Association/Network Communications Officer is not performing satisfactorily in the elected role, the Region/National Association/Network Council has the power to remove the Region/National Association/Network Communications Officer by calling an Extraordinary General Meeting at which a resolution to remove the Region/National Association/Network Communications Officer will be presented.

RIGHT OF APPEAL

A Region/National Association/Network Communications Officer shall have the right of appeal to a further Extraordinary General Meeting. Her notice of removal from office is suspended pending the result of that appeal. On completion of the appeal, Region/National Association/Network members shall vote, by a paper ballot, on the motion to remove the Region/National Association/Network Communications Officer.

A Region/National Association/Network Communications Officer shall have a further right of appeal to the Federation Management Board, whose decision is final.

A Region/National Association/Network Communications Officer who is removed from office shall be precluded from taking further office within the Network.

FUNDING

Re-imbursment by the Region/National Association/Network of expenses properly incurred at a level to be decided by the Region/National Association/Network.

Expenses to attend meetings/events of Clubs will be met by the hosts.

REGION/NATIONAL ASSOCIATION/NETWORK MEMBERSHIP OFFICER

PURPOSE AND ROLE

To advise the Region/National Association/Network on all matters relating to recruiting and retaining members to existing Clubs and to carry out the duties of an Officer of a Region/National Association/Network, working to promote the Vision and Mission of Soroptimist International.

KEY TASKS

1. Be aware of Soroptimist policies, practices and procedures in relation to membership and of current reference material on the Members' Section of the SIGBI website to support such procedures.
2. Maintain close contact with Clubs in the Region/National Association/Network engendering enthusiasm for the organisation's Vision and Mission.
3. Attend and participate in Region/National Association/Network meetings and events.
4. Be proactive and visit Clubs, run membership workshops and meetings to support Clubs with new members' procedures and outline ideas for retaining members as required.
5. Bring membership issues to the attention of the Region/National Association/Network Council.
6. Maintain close contact with the Director of Membership.
7. Participate in Region/National Association/Network Council and Officers' Meetings and the Annual General Meeting.
8. Prepare an Annual Report for presentation to members at the Region/National Association/Network Annual General Meeting.
9. Assist the Region/National Association/Network Organisational Development Officer in identifying development needs for the members and participating in conferences, workshops or development events arranged for members of the Region/National Association/Network.
10. Work with the Region/National Association/Network Council and Federation Councillor, as appropriate, to support Clubs in need of development by following procedures, including writing a Development Plan and informing Federation of any progress.

METHOD OF ELECTION

A candidate shall be in good standing.

At the time of nomination, a candidate must have served one full year as a Club Membership Officer.

Election shall be by a vote of the members of the Region/National Association/Network Council at its Annual General Meeting.

TERM OF OFFICE

Elected initially for two Federation years and eligible for re-election for a further two years. The Region/National Association/Network Membership Officer shall serve for no more than four consecutive years.

She takes office at the start of the Federation year following her election.

On completion of the term of office, a member cannot stand for the same office until two years have elapsed after the end of the last term of office.

REGION/NATIONAL ASSOCIATION/NETWORK MEMBERSHIP OFFICER

REMOVAL FROM OFFICE

Where a Region/National Association/Network Membership Officer is not performing satisfactorily in the elected role, the Region/National/Network Association/Network Council has the power to remove the Region/National Association/Network Membership Officer by calling an Extraordinary General Meeting at which a resolution to remove the Region/National Association/Network Membership Officer will be presented.

RIGHT OF APPEAL

A Region/National Association/Network Membership Officer shall have the right of appeal to a further Extraordinary General Meeting. Her notice of removal from office is suspended pending the result of that appeal. On completion of the appeal, Region/National Association/Network members shall vote, by a paper ballot, on the motion to remove the Region/National Association/Network Membership Officer.

A Region/National Association/Network Membership Officer shall have a further right of appeal to the Federation Management Board, whose decision is final.

A Region/National Association/Network Membership Officer who is removed from office shall be precluded from taking further office within the Network.

FUNDING

Re-imbusement by the Region/National/Network Association/Network of expenses properly incurred at a level to be decided by the Region/National/Network Association/Network.

Expenses to attend meetings/events of Clubs will be met by the hosts.

REGION/NATIONAL ASSOCIATION/NETWORK ORGANISATIONAL DEVELOPMENT OFFICER

PURPOSE AND ROLE

To develop the Region/National Association/Network in response to identified needs and to carry out the duties of an Officer of a Region/National Association/Network, working to promote the Vision and Mission of Soroptimist International.

KEY TASKS

1. Ensure that the Region/National Association/Network regularly reviews the opportunities to form new Clubs and lead these extension activities, with the help of an extension team.
2. Have knowledge of the policies and procedures of SIGBI and be aware of developments within the organisation.
3. Participate in Region/National Association/Network Council and Officers' Meetings and the Annual General Meeting.
4. Liaise closely with the Region/National Association/Network Membership Officer and the Federation Director of Organisational Development on relevant matters.
5. Liaise with the Federation Director of Organisational Development to ensure that she is fully informed of the leaderships and other development opportunities available for her members from Federation.
6. Work closely with the Region/National Association/Country Councillor to aid communication between the Region/National Association/Country and Federation.
7. Identify training or development needs among members of the Region/National Association/Network, and arrange for these to be met in consultation with the Federation Director of Organisational Development and Club Organisational Development Officers.
8. Ensure that the Region/National Association/Network has a Development Plan which is regularly reviewed, and which is appropriately linked to the SIGBI Strategic Framework.
9. Work closely with Clubs to ensure that Clubs have a Development Plan which is regularly reviewed, in the light of members' feedback, and taking into consideration best practice, as advised by the Region/National Association/Network and Federation.
10. Prepare an Annual Report for presentation at the Region/National Association/Network Annual General Meeting.

METHOD OF ELECTION

A candidate shall be in good standing.

She takes office at the start of the Federation year following her election.

Election shall be by a vote of the members of the Region/National Association/Network Council at its Annual General Meeting.

TERM OF OFFICE

Elected initially for two Federation years and eligible for re-election for a further two years. The Region/National Association/Network Organisational Development Officer shall serve for no more than four consecutive years.

On completion of the term of office, a member cannot stand for the same office until two years have elapsed after the end of the last term of office.

REGION/NATIONAL ASSOCIATION/NETWORK ORGANISATIONAL DEVELOPMENT OFFICER

REMOVAL FROM OFFICE

Where a Region/National Association/Network Organisational Development Officer is not performing satisfactorily in the elected role, the Region/National/National Association/Network Council has the power to remove the Region/National Association/Network Organisational Development Officer by calling an Extraordinary General Meeting at which a resolution to remove the Region/National Association/Network Organisational Development Officer will be presented.

RIGHT OF APPEAL

A Region/National Association/Network Organisational Development Officer shall have the right of appeal to a further Extraordinary General Meeting. Her notice of removal from office is suspended pending the result of that appeal. On completion of the appeal, Region/National Association/Network members shall vote, by a paper ballot, on the motion to remove the Region/National Association/Network Organisational Development Officer.

A Region/National Association/Network Organisational Development Officer shall have a further right of appeal to the Federation Management Board, whose decision is final.

A Region/National Association/Network Organisational Development Officer who is removed from office shall be precluded from taking further office within the Network.

FUNDING

Re-imbusement by the Region/National/National Association/Network of expenses properly incurred at a level to be decided by the Region/National/National Association/Network.

Expenses to attend meetings/events of Clubs will be met by the hosts.

REGION/NATIONAL ASSOCIATION/NETWORK WEBSITE ADMINISTRATOR

PURPOSE AND ROLE

The main purpose of the Region/National Association/Network Website Administrator is to establish and maintain a Region/National Association/Network website in line with SIGBI Guidelines and Protocols on websites; ensuring the website reflects the image of SIGBI, contains accurate up to date information and is consistent with SIGBI and SI, complies with current data protection legislation in the UK, widens awareness for non-Soroptimists and keeps members informed of the Region/National Association/Network activities, as well as working to promote the Vision and Mission of Soroptimist International.

The Region/National Association/Network may decide whether it adopts the post of Region/National Association/Network Website Administrator

KEY TASKS

1. Update the website regularly, monthly or quarterly, at the least, especially at the start of the Region/National Association/Network year.
2. Update the website with a message from the Region/National Association/Network President, to encompass her whole year in office.
3. Ensure the website is attractive and easy to navigate for both Soroptimists and prospective members.
4. Include appropriate articles about Programme Action achievements within the Region/National Association/Network.
5. Use the SIGBI corporate image at all times.
6. Ensure privacy of the information on the website, for example, no personal information, such as dates of birth, home addresses should be included.
7. Include standard disclaimer and copyright statement on the website at all times.
8. Ensure any links to other websites are in line with the objectives of Soroptimist International and SIGBI, add value and have the appropriate permission, as well as including a disclaimer.
9. Provide support, including training as required, to Club Website Administrators in her Region/National Association/Network.
10. Have an understanding and knowledge of website software packages and in particular the Word Press content management system would be an advantage, but is not essential.
11. Support and develop members' skills in use of website development, as well as Region/National Association/Network activities and ensure that she keeps up to date with developments in Soroptimism.

METHOD OF ELECTION

A candidate shall be in good standing.

A candidate should be IT literate and have access to a computer and internet provision.

She takes office at the start of the Federation year following her election.

Election shall be by a vote of the members of the Region/National Association/Network Council at its Annual General Meeting.

REGION/NATIONAL ASSOCIATION/NETWORK WEBSITE ADMINISTRATOR

TERM OF OFFICE

Elected initially for two Federation years and eligible for re-election for a further two years. The Region/National Association/Network Website Administrator shall serve for no more than four consecutive years.

She takes office at the start of the Federation year following her election.

On completion of the term of office, a member cannot stand for the same office until two years have elapsed after the end of the last term of office.

REMOVAL FROM OFFICE

Where a Region/National Association/Network Website Administrator is not performing satisfactorily in the elected role, the Region/National Association/Network Council has the power to remove the Region/National Association/Network Website Administrator by calling an Extraordinary General Meeting at which a resolution to remove the Region/National Association/Network Website Administrator will be presented.

RIGHT OF APPEAL

A Region/National Association/Network Website Administrator shall have the right of appeal to a further Extraordinary General Meeting. Her notice of removal from office is suspended pending the result of that appeal. On completion of the appeal, Region/National Association/Network members shall vote, by a paper ballot, on the motion to remove the Region/National Association/Network Website Administrator.

A Region/National Association/Network Website Administrator shall have a further right of appeal to the Federation Management Board, whose decision is final.

A Region/National Association/Network Website Administrator who is removed from office shall be precluded from taking further office within the Network.

FUNDING

Re-imburement by the Region/National Association/Network of expenses properly incurred at a level to be decided by the Region/National Association/Network.

Expenses to attend meetings/events of Clubs will be met by the hosts.

UK AND REPUBLIC OF IRELAND BENEVOLENT FUND REPRESENTATIVE

Please note the Benevolent Fund only applies to members in the UK, Channel Islands, Isle of Man and the Republic of Ireland.

PURPOSE AND ROLE

To manage all issues relating to the Benevolent Fund on behalf of the Region/National Association.

KEY TASKS

1. Maintain the utmost confidentiality in considering grant applications and dealing with beneficiaries.
2. As a Trustee of the Benevolent Fund, adhere to their legal responsibilities within the UK and ROI when undertaking work on behalf of the Benevolent Fund.
3. Ensure all Clubs in the Region/National Association are aware of the Fund and its functions, and encourage them to give financial support.
4. Consider applications immediately they are received and liaise with the Chairman and Secretary, so that successful applicants will receive grants as soon as possible.
5. Keep a secure and an up-to-date file on any beneficiaries within the Region/National Association and inform the Secretary of the Benevolent Fund of any changes of circumstances or address.
6. Prepare a report on each beneficiary for the Annual General Meeting each year, maintaining the beneficiary's anonymity.
7. Attend all meetings of the Benevolent Fund Committee.
8. Attend Region/National Association Council Meetings and to report annually.
9. Deal with any queries as rapidly as possible.

METHOD OF ELECTION

A candidate shall be in good standing.

She takes office at the start of the Federation year following her election.

Election shall be by a vote of the members of the Region/National Association Council at the Annual General Meeting.

TERM OF OFFICE

Elected initially for three Federation years and eligible for re-election for a further three years. The Region/National Association Benevolent Fund Representative may serve no more than six consecutive years.

The Benevolent Fund Representative takes office at the beginning of the Federation year following the election.

On completion of the term of office, a member cannot stand for the same office until two years have elapsed after the end of the last term of office.

REMOVAL FROM OFFICE

Where a Benevolent Fund Representative is not performing satisfactorily in the elected role, the Region/National Association Council has the power to remove the Benevolent Fund Representative by calling an Extraordinary General Meeting at which a resolution to remove the Benevolent Fund Representative will be presented.

UK AND REPUBLIC OF IRELAND BENEVOLENT FUND REPRESENTATIVE

RIGHT OF APPEAL

A Benevolent Fund Representative shall have the right of appeal to a further Extraordinary General Meeting. Her notice of removal from office is suspended pending the result of that appeal. On completion of the appeal, Region/National Association members shall vote, by a paper ballot, on the motion to remove the Region/National Association Benevolent Fund Representative.

A Benevolent Fund Representative shall have a further right of appeal to the Federation Management Board, whose decision is final.

A Benevolent Fund Representative who is removed from office shall be precluded from taking further office within the Region/National Association.

FUNDING

Re-imbusement by the Region/National/National Association/Network of expenses properly incurred at a level to be decided by the Region/National/National Association/Network.

Expenses to attend meetings/events of Clubs will be met by the hosts.