Job duties – President Elect

A Soroptimist president elect is 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.

Motivates members. Manage, move forward following SI vision

Shadow the president when possible. Conduct business meetings in the absence of the president

Create one board of director agenda

Preside over one board of director meeting

Create and preside over one business meeting.

(The board does recommend that the president elect have some prior experience in a committee)

Job Duties – President

Chair Business and Board Meetings

 Prepare agenda

Serve as liaison to committee chair.

 Attend committee meetings as time allows

Work with treasurer on budget

Receive and review information from SIA

 Pass this information on to club members

Prepare calendar of events for the term. (at least a year)

 Share with club

Attend conferences on behalf of club (When time allows)

Fill out annual reports. Give reports at conference

Encourage member participation at club events