



of Rogue Starlight

Board Descriptions

President

1. Preside at all Club Meetings.
2. Prepare agenda for the Board and Business Meetings.
3. Receive Club Correspondence and distribute as appropriate.
4. Ensure Soroptimist deadlines are met.
5. Support Committee Chairs to ensure deadlines are met.
6. Install new members.
7. Maintain and update a folder with copies of forms used and critiques/suggestions to pass on to the incoming president.

President- Elect

1. Assist President as necessary while preparing to become President next year.
2. Schedule informational speakers for the second and fourth Club Meetings of the month.
3. Maintain and update a folder with copies of forms used and critiques/suggestions to pass on to the incoming President-elect.
4. Read President-Elect Outline.

Recording Secretary

1. Responsible for taking minutes at the Board and Business meetings.
 - a. Minutes will include attendance list and details of motions and votes.
2. Maintain file of Board and Business minutes as well as Club files.
3. Present copy of minutes to President within 3 days of meeting.
4. Provide incoming Recording Secretary with a critique and suggestions for the coming year.

Treasurer

1. Responsible for all bookkeeping functions of the Club.
2. Maintain calendar of Soroptimist financial deadlines.
3. Work with all Committees to ensure each group stays within budget.
4. Present accurate financial report for every business meeting.
5. Prepare for Audit.
6. Collect dues.
7. Read Treasurer Outline.

Director A

1. Represent Membership at Board meetings.
2. Act as Hospitality Chair.
3. Act as ROAR Chair.
4. Read ROAR Outline.

Director B

1. Represent Membership at Board Meetings.
2. Chair Nominating Committee.
3. Act as Correspondence Chair.
4. Act as Officer Installation Chair.
5. Read Nominating Outline.

Immediate Past President

1. Sit on the Board in an advisory capacity, with no voting privilege.
2. Responsible for filing of the Program Focus Reports.



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Board Member Outlines

PRESIDENT-ELECT

The President-elect shall:

1. Assist President as necessary while preparing to become President next year.
2. Arrange for Informational Speakers of interest for the first meeting of each month. (Unless there are other events or no meetings scheduled for those days.)
 - a. If you cannot attend the meeting yourself, arrange for a replacement to greet, attend to, and introduce your speaker.
 - b. Explain to your speaker that their time commitment is ½ hour. Be aware of the time while they are speaking and, if necessary, let them know when their time is drawing to a close. Write thank you note to speaker.
 - c. Email all club members several days before the speaker meeting reminding them of the speaker and subject.
 - d. Create a calendar by the 25th day of each month with the names and subjects of the speakers for the next month and email to the president for approval before emailing to the members.
 - e. Send calendar to the Internet Coordinator who will update the Yahoo website.
3. At the May Business Meeting, submit a list of the speakers you invited during your tenure to be given to the incoming President-elect.
4. Submit 5 copies of your written critique of the above plan for discussion at the July Board Retreat Meeting. List what you would like to change on this sheet, what you think doesn't work, or what can be done better, etc. so that we can make any necessary corrections. Please date any piece of paper you generate for this position for a point of reference when planning future changes.



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Board Member Outlines

DIRECTOR A

Director A shall:

1. Represent Membership at board meetings.
2. Act as Hospitality Chair.
 - a. Greet all new members and guests and perform introductions at meetings.
 - b. Maintain a list of names, addresses, phone numbers and emails, of any guest who may show interest in our Club.
3. Act as ROAR chair; determine a location, theme, budget and time plan.
4. Read ROAR Outline.
5. Submit 5 copies of your written critique of the above plan for discussion at the July Board Retreat Meeting. List what you would like to change on this list, what you think doesn't work, or what can be done better, etc. so that we can make any necessary corrections. Please date any piece of paper you generate for this position for a point of reference when planning future changes.



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Board Member Outlines

DIRECTOR B

Director B Shall:

1. Represent Membership at Board Meetings.
2. Act as Nominating Committee Chair.
 - a. Work with a two-member Committee who will be elected by the October Business meeting.
 - b. Starting in January, look for Club Members to fill the following positions:
 - President-Elect
 - Recording Secretary
 - Treasurer
 - Director A or B
 - c. Verify that the current President-elect is able to fulfill the duties of President.
 - d. Read and follow Bylaws regarding Nominating Committee Rules.
 - e. Present complete slate at the April Board Meeting for Discussion.
 - f. Prepare paper ballots for the May General Meeting.
3. Act as Correspondence Chair.
 - a. Check monthly attendance records to make note of any member who has not been to a meeting for four consecutive weeks.
 - b. Contact these members to find out if there is a personal reason or Club problem. If there is, alert the Board for possible assistance.
4. Organize June Installation Dinner (see outline)
 - a. Present location and cost at April Board Meeting.
 - b. Arrange gift for outgoing President.
5. Submit 5 copies of your written critique of the above plan for discussion at the July Board Retreat Meeting. List what you would like to change on this sheet, what you think doesn't work, or what can be done better, etc. so that we can make any necessary corrections. Please date any piece of paper you generate for this position for a point of reference when planning future changes.



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Board Member Outlines

TREASURER

The Treasurer will:

1. Be responsible for all bookkeeping functions of the club.
2. Meet calendar deadlines on a timely basis (conferences, dues, tax filings, etc.)
3. Work with fundraising and R.O.A.R. Committees to ensure events stay within budget.
4. Present an accurate financial report for every business meeting.
5. Collect dues
 - a. Alert members by May 1 that dues are due by June 1.
 - b. Give another reminder by May 25.
 - c. By phone, email, or mail, contact any member who has not paid dues by June 1.
6. Write Checks.
7. Balance accounts each month.
8. Check mail box at main Post Office on a weekly basis.
9. Prepare for the audit after the close of the fiscal year in June.
10. Arrange a meeting with the Audit Committee to close books by July 31st.
11. Arrange with President or designee, to meet at the bank to update the signature card for the bank account with the new Treasurer and/or new designees.
12. Verify with the Bank which current forms of ID are necessary to complete the update.
13. All Disbursements over \$499.99 require two signatures.
If you are unavailable for more than five days, leave checkbook with designee in case of emergency.
14. Present a list of dues paid/unpaid to the Board by June 5.
15. Submit 5 copies of your written critique of the above plan for discussion at the July Board Re- treat Meeting. List what you would like to change on this sheet, what you think doesn't work, or what can be done better, etc., so that we can make any necessary reference when planning future changes.



SOROPTIMIST

Best for Women

of Rogue Starlight

Other Projects

Purpose/Goals: To ensure that funding and our personal support are provided within all Projects.

1. Each Committee Chair/Liaison will:

a. Attend pertinent meetings, be responsible for meeting filing deadlines for District, Regional, or Federation Forms for Service Projects, work with members of other clubs regarding their project and report to the Club Membership.

b. Provide written reports, receipts for expenses, and critiques to the Board, within 2 weeks of completion of each project; or as needed, for ongoing projects and include all changes/improvements with explanations.

c. Assist fundraising efforts by monitoring expenses and ensuring that event expenses stay within budget.

d. Make recommendations to the Budget Committee regarding financial requirement of all Service Projects by April 30.

e. Provide incoming Chair/Liaison with copies of the forms or certificates used, project report, receipts and expenses, and critique/suggestions for the coming year.

OTHER PROJECTS	CHAIR / LIAISON	PHONE
Holiday Auction	_____	_____
ROAR	_____	_____
Nominating	_____	_____
Area Meeting	_____	_____
Budget and Finance	_____	_____
Scrapbook and Photography	_____	_____
Public Relations	_____	_____

Internet Coordinator _____

Graphics and Printing _____

Saturday of Service _____

Mother/Child Baby Shower..... _____

Back Pack Project..... _____

New Cancer Awareness Project..... _____

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Holiday Auction

Purpose/Goals: To socialize and raise funds to help support Board attendance to District Meetings.

1. This event usually takes place on the first Tuesday in December. Plan and execute the event which includes organizing the following:
 - Location for the auction.
 - Auction items and their descriptions.
 - Volunteers to bring food and beverages for the buffet.
 - Decorating.
 - Auctioneer.
 - Flyer design and/or information and Auction Item descriptions.
2. Recruit a committee to help with the above.
3. Flyer design and auction descriptions go to the Printing and Graphics Coordinator for printing and/or design.
4. Update the information folder as needed.

Chair: _____

R.O.A.R.
(Recruitment, Orientation And Retention)

The Committee will:

1. Be responsible for planning and executing TWO recruiting functions for the fiscal year. This includes creating a theme, decorations, refreshments, outline, etc.
 - a. Present ROAR plan with suggested dates to Board in late September.
 - b. Present invitation information to Graphics Coordinator 4 weeks before event.
- c. Remember flyers, brochures, name tags, guest book, video, etc. See Graphics Co-ordinator for flyers, brochures and nametags..
 - d. At a SIRS meeting within 3 weeks before the event, send around a list to collect promises of refreshments.
 - e. Remind Members of their promise 1 week before event.
 - f. Assign a Club Member to each guest if possible.
 - g. Define the Club Member's role as "hostess" to see that each guest has something to eat, is made comfortable, and does not leave without someone being aware of the fact.
 - h. Remind Scrapbook Chair to bring camera.
 - i. Write notes to thank guests for attending and offer the opportunity for additional information if necessary.
 - j. Work with the Treasurer to make certain that data sheets are filled out and mailed, and nametags and Soroptimist membership pins are ordered.
2. Prepare new member packets for induction-see Graphics Coordinator.
3. Mentor new members and teach them about Soroptimist programs and ideals.
4. Be responsive to new member questions or concerns.
5. Chair may enlist the help of a Co-chair to assist with Orientation and ensuring that new members have a mentor.
6. Provide written reports, receipts, and critiques to the Board within 2 weeks of completion of each function.
7. Provide incoming Chair with copies of the project reports and critiques/suggestions for the coming year.

Chair: Director A

Nominating Committee

1. Starting in January, look for Club Members to fill the following positions:
 - President- Elect
 - Recording Secretary
 - Treasurer
 - Director A or B (see Bylaws)
2. Verify that the President-Elect is able to fulfill the duties of President.
3. Read and follow Bylaws regarding Nominating Committee Rules.
4. Present complete slate at the April Board for discussion.
5. Present complete slate at the May Business Meeting for the vote.
6. Prepare preprinted paper ballots for voting.
7. Provide incoming Chair with copies of the forms used, and critiques/suggestions for the coming year.

Nominating Committee Chair:

Director B _____

Committee:

Two additional committee members selected from the Club Membership:

_____ Phone _____

_____ Phone _____

District 2 Area Meeting Liaison

Purpose/Goals: To communicate and update District 2 Area Meeting information with our Club.

INFORMATION:

1. This is a two year liaison position.
2. We are in Area 'Y' of District 2 and are known as 'The Jo Jac Rogues'. We meet once a year with other Rogue Valley, Grants Pass and Klamath Falls clubs to share information that can benefit each individual club.
3. Locally, several meetings each year are called by the Committee Chair, and meetings usually take place at Marie Calendar's.
4. Our responsibilities include helping to plan the Area Meeting.
5. The committee chair sends the minutes to every local SI president so unless called upon by the Club President, there is no need to give regular reports at club meetings.

Liaison: _____

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Budget and Finance Committee

Purpose/Goals: Recommend operating budget for the Club.

The Committee will:

1. Be responsible for establishing a Budget for the fiscal year.
 - a. The Budget is subject to approval by the Board, then by the Club Membership.
 - b. All approvals must be COMPLETE by the first business meeting in August.
2. Make recommendations to the board for funding levels of Service Projects as part of the budget.
3. Complete Audit by July 31th each year.
4. Monitor Club Expenses during the year to ensure budget is followed.
5. Provide written reports to the President-elect for the budget and audit processes.

The functions of this committee are managed by the Board.

Committee:

Treasurer-Chair _____

President _____

President-Elect _____

Two additional committee members selected from the Club Membership.

_____ Phone _____

_____ Phone _____

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Scrapbook & Photography Committee

Purpose/Goals: To keep a pictorial record of Club events through out the year.

1. Be responsible for bringing of camera and taking pictures at Club events or assign the task to another Club Member.
2. Create/maintain scrapbook of pictures with names and dates.
3. Be responsible for Guest book at fundraising events and ROAR making sure the ROAR chair has access to the information so she can write thank you notes.
4. Make scrapbook available for viewing as requested by the President.
5. Requires attendance at the Spring Fling, ROAR events, Holiday Auction.
6. Provide incoming Chair with the pictorial records and critique/suggestions for the coming year.

Chair: _____

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Public Relations Committee

Purpose/Goals: To give our Club Information and Event Information to the Valley we serve via the media.

The Chair will:

1. Be responsible for getting Media attention for Club events.
2. Write PSA's, letters to the editor, articles for newsletters and newspapers.
3. Search for new ways to attain our goals and bring these ideas to the attention of the Board.
4. Attend, or appoint a liaison to attend, PR Task Force meetings which developed from the Area Meeting of 2005.
5. Provide incoming Chair with copies of the forms used, and critiques and suggestions for the coming year.

Chair: _____

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Internet Coordinator

1. Be responsible for updating new member and Board information on the Northwest Regional Website.
2. If requested by the President-elect, update the calendar on the Yahoo group website.
3. Be responsible for helping new members get ID's and passwords.
4. Teach new members how to log on to Soroptimist & Yahoo websites.

Coordinator: _____

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Graphics and Printing Coordinator

Purpose/Goal: To limit our overall printing expenses.

1. Any flyer, invitation, program, etc. will be designed and/or completed by the Coordinator.
2. The Coordinator will keep track of paper and ink usage to the best of her ability, and turn in receipts to be reimbursed for the same.

Coordinator: _____

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Service Projects

Purpose/Goals: To insure that funding and our personal support are provided within all Service Projects.

Each Committee Chair or Liaison will:

1. Attend pertinent meetings, be responsible for meeting filing deadlines for District, Regional, or Federation forms for Service Projects and work with members of other clubs, regarding their project and report to the Club Membership.
 - a. Provide written reports, receipts and expenses, and critiques to the Board, within 2 weeks of completion of each project; or as needed, for ongoing projects and include all changes/improvements with explanations.
 - b. Assist fundraising efforts by monitoring expenses and ensuring event expenses stay within budget.
 - c. Make recommendations to the Budget Committee regarding financial requirements of all Service Projects by April 30.
 - d. Provide the incoming Chair/Liaison with copies of the forms/certificates used, project report, receipts and expenses, and critique/suggestions for the coming year.

SPRING FLING FUNDS THE FOLLOWING PROJECTS

Service Projects:	Chair / Liaison	Phone
Project Fish Chair	_____	_____
KidSpree Liaison	_____	_____
Women’s Opportunity Awards Liaison	_____	_____
Making a Difference for Women Liaison	_____	_____
New Cancer Awareness Project	_____	_____
Program Focus Reports, Immediate Past President	_____	_____
Saturday of Service	_____	_____
Mother/Child Baby Shower	_____	_____
Back Pack Project	_____	_____

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Spring Fling Committee

Purpose/Goals: Achieve the highest financial return for our Service project while having a wonderful time.

This Committee is comprised of a Chair, an Auction Co-Chair and a Fashion Show Co-chair. The event currently takes place in April or May at, but not limited to, the Red Lion. Several meetings will take place on Committee night.

The Committee Chair will:

- 1. Oversee the entire event and make sure the program flows smoothly.
- 2. Enlist the help of club members for the list of various positions needed for the project.
- 3. The reservation for the location of the show should be confirmed by the September Committee meeting.
- 4. Write the script/commentary for the show for the MC. The Fashion Co-Chair will provide the fashion portion of the script.

The Committee Will:

- 1. Plan and execute fundraising event, being mindful of budget.

2. Work with PR Chair to promote event.
3. Provide written reports and critiques to the Board within 2 weeks of completion of the project, or as needed, for ongoing projects and include all changes/improvements with explanations.
4. Provide the incoming Chair and Co-Chairs with copies of the forms used, project report and critiques/suggestions for the coming year.
5. Provide design/printing information to the Graphics Coordinator in a timely manner.

Committee Chair: _____

Continued

Spring Fling Committee

Continued

The Auction Co-chair will:

1. Manage the silent auction.
2. Coordinate auction donations, and when needed, combine items to create designer baskets.
3. Design display tables for auction items.
4. Fill out auction sheets.
5. Make sure numbers are on baskets that coordinate with the Auction Sheets and Item Descriptions
6. Provide list and descriptions to the Graphics Coordinator as soon as available.

Auction Co-chair: _____

The Fashion Co-chair will:

1. Ask stores and models to participate.
2. Arrange for clothing and fittings with accessories for the models prior to the show.
3. Direct/coordinate the models back stage during the show so that the program runs smoothly.
3. Prepare the fashion descriptions for the MC and give them to the Committee Chair to integrate into the main script.
4. This co-chair will need to pick up and return the clothing used for the program to some of the participating stores as needed.

5. Read previous year's notes for additional help.

Fashion Co-Chair: _____

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Project Fish Committee

Purpose/Goals: The Project Fish Committee is making an effort to help Women in the OnTrack rehabilitation program break their cycle of dysfunction and make better choices in their lives. We are strongly encouraging education: GED's, Jr. College, Southern Oregon University.

We assist at OnTrack, a local non-profit drug rehabilitation service. OnTrack offers a comprehensive program to help women with their addictions. We offer weekly aptitude testing during their day treatment period. While we adapt to their schedule, we usually follow our Soroptimist calendar when selecting working dates.

A. Duties

1. Be available to attend testing periods, get acquainted with the women and encourage them in their efforts to achieve additional education.
2. Provide written reports, receipts and expenses, and critiques to the Board, within weeks of completion of each project; or, as needed, for ongoing projects and include all changes/improvements with explanations.

Chair: _____

of Rogue Starlight

KidSpree Liaison

Purpose and Goals: To provide new clothing for the first day of school to children who may not be able to afford them.

Working with J. C. Penney and other community organizations, we donate funds to match J. C. Penney's donation. A \$100 shopping spree is offered to each eligible child.

KidSpree is usually held the first Saturday in August. Rogue Starlight club members join with other organizations and meet at 7 am that day to shop with each child as no parents are allowed.

Liaison attends monthly meetings and takes on a sub-committee role.

Liaison: _____

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Women's Opportunity Awards Liaison

Purpose/Goals: Working with Soroptimist International, we offer financial awards to thousands of women who, as female heads-of-households, are returning to school to improve their educational and job skills. Any local award winners can then go on to compete for Regional and National Awards.

1. The Liaison will:
 - a. In August, Email the Committee Chair to let her know you are the Women's Opportunity Awards Liaison.
 - b. The Chair will notify you, usually in September, of meetings to be held to prepare and distribute applications to possible applicants.
 - c. You will need to let her know what we have budgeted for the Awards.
 - d. Look at the Information File for more information, a scheduled timeline and copies of the

forms used for this Project.

- e. Each Club provides a judge for this Project. Enlist the help of our members to find a judge who is not an SI member, who will help to evaluate the applications.
- f. The judges will meet for several hours, possibly requiring more than one meeting, to evaluate the applications and make their decisions.
- g. Attend the final judging meeting when awards are decided.
- h. Get "congratulation" cards for each of the award recipients, for our club members to sign.
- i. For the Award Certificate, present correctly spelled names to the Graphics Coordinator several weeks before the planned presentation to the recipients. Certificates are presented in a simple frame.
- j. Coordinate with those receiving the award and give our Club a time when we will have an award celebration to present the certificates, cards and checks.
- k. Arrange for volunteers to bring refreshments.
- l. Prepare a report for the board and one for the information file, for the incoming Liaison. Update the file before turning it in at the completion of project.
- m. In July, order 50 applications from SI Headquarters, for the incoming Liaison year. Applications can be ordered via fax, SI website (www.soroptimist.org), or by emailing The Committee Chair.
- n. Have applications mailed to the address provided by the Committee Chair.

Liaison: _____

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Making a Difference for Women Liaison

Purpose/Goals: An award to honor women who are working to improve the lives of women and girls, through their personal, professional or volunteer lives.

1. The award recipient should be a woman who:
 - a. has worked to improve the lives of women and girls,
 - b. has had a significant impact on the lives of women and girls, and/or would inspire and encourage other women.
2. This award begins at the local level where clubs recognize a woman in their community. The liaison will submit their club entry to the region level. The region will submit the region entry to federation level.
3. **Sample Timeline:**
 - August – November: Nominations and place nomination advertisement.
 - Before Dec. 1st: Club deadline to receive nominations.

December–January Form a judging committee and hold club-level judging.
Before January 15th: Submit club honoree to region-level.
Invite club honoree to speak at March 8th recognition event.
March: Hold recognition event on or near March 8th, International Women’s Day.
Have Public Relations Liaison assist with publicity for the recognition event and placing congratulations advertisement.

4. Please see Information Folder for guidelines on eligibility and recognition.
 - a. Additional and up-to-date materials can be downloaded from SIA’s web site.
 - Nomination Form
 - Nomination advertisement
 - Sample Nomination Solicitation Letter
 - Judging Material
 - Club Transmittal
 - Sample Publicity Materials
 - Congratulations advertisement
 - Certificate
5. Work with other Club members to create a basket for raffle at the event.

Liaison: _____

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New Cancer Awareness Project Liaison

Purpose/Goals :To help fund mammograms for women who cannot afford them.

1. Liaison will:
 - a. Attend planning meeting.
 - b. Coordinate with the Club and collect sign-up sheets and money to forward to the Committee.
 - c. Report to the Club any other breast cancer events or fund raisers.
2. Club members are asked to assist the day of the walk.

Liaison: _____

Officer Installation Dinner Chair

Purpose/Goal: To plan and execute a splendid evening of dinner, conversation and installation of officers. The Officer Installation is conducted at a June meeting.

1. Select a restaurant location with a private dining room large enough to accommodate 20-25 people.
2. Discuss menu possibilities and their payment requirements with the owner/caterer.
3. Determine the need for a microphone, overhead, other electronic devices.
4. Remind Scrapbook chair to bring camera.
5. Prepare a program for the evening.
6. Select and pay for a gift for the outgoing President; secure a check from the Treasurer.
7. Club funds pay for the dinner of the incoming and outgoing Presidents; secure a check for this from the Treasurer unless other method of payment is necessary.
8. Form a committee to help plan this event.
9. Read Information File for additional information.
10. In May, send out speaker assignments for the dinner as determined by the program..

Chair: Director B

To print second side, replace the opposite way the directions say. In other words, Send through with the logo facing toward the machine, not me.