



SOROPTIMIST
Best for Women

SOROPTIMIST INTERNATIONAL OF THE AMERICAS
GOLDEN WEST REGION

Procedures

Revised June 2016

Procedures

Soroptimist International of the Americas

Golden West Region

www.goldenwestregion.org

Table of Contents

| | |
|--|-----------|
| BOARD OF DIRECTORS | 2 |
| GOVERNOR | 5 |
| GOVERNOR-ELECT | 7 |
| SECRETARY..... | 10 |
| GWR TREASURER | 14 |
| DISTRICT DIRECTORS..... | 18 |
| COMMITTEE PROCEDURES | 22 |
| CREDENTIALS & ELECTIONS COORDINATOR | 25 |
| FINANCE COMMITTEE | 26 |
| FUNDRAISING COMMITTEE..... | 27 |
| LAWS & RESOLUTIONS COMMITTEE..... | 28 |
| MEMBERSHIP COMMITTEE..... | 29 |
| COMMUNICATIONS EDITOR | 31 |
| NOMINATING COMMITTEE..... | 32 |
| PROGRAM COMMITTEE | 33 |
| PUBLIC AWARENESS COMMITTEE | 34 |
| SI LIAISON / FRIENDSHIP GRANT COORDINATOR | 35 |
| SPRING CONFERENCE COMMITTEE..... | 36 |
| DREAM IT, BE IT AWARDS COMMITTEE | 37 |
| LIVE YOUR DREAM AWARDS COMMITTEE | 37 |
| SOROPTIMIST CELEBRATING SUCCESS AWARDS COMMITTEE..... | 39 |
| DOCUMENT RETENTION & DESTRUCTION POLICY | 41 |
| FALL MEETINGS | 45 |
| FINANCE & RISK MANAGEMENT | 46 |
| LEADERSHIP TRAINING RETREAT | 48 |
| MAIL BALLOT PROCEDURES..... | 49 |
| MEMBERSHIP ACTIVITIES & FUNDING..... | 52 |
| MISCELLANEOUS PROCEDURES | 54 |
| PUBLICATIONS | 55 |
| SERVICE PROJECTS & FUNDING | 56 |
| SIA & SI CONVENTION PARTICIPATION..... | 57 |
| SPRING CONFERENCE POLICIES | 58 |
| WEBSITE STRATEGY & MANAGEMENT POLICY | 59 |

Board of Directors

General Procedures

1. We agree to treat each other with dignity and respect, even when we disagree.
2. We agree to listen and hear other points of view, setting emotions aside so that we consider all alternatives to an issue.
3. We agree that what is said at meetings and between board members remains confidential, unless we agree it should be communicated to others.
4. We agree to support the decisions of the group, regardless of our individual agreement or disagreement with the decision made.
5. Any communications sent to clubs should be copied to the governor and to the governor-elect, secretary and treasurer when deemed relative. You may also want to copy the appropriate district director if the information pertains to one of the clubs in her district.
6. Comments about the past should be interpreted as being from an historical perspective and not as being disparaging of others' past involvements.
7. If we become aware of new information concerning a club (contact information, officer changes) we agree to notify the secretary as soon as possible.
8. If we learn significant news about a club, we agree to communicate the news to other board members, particularly the appropriate district director.
9. We agree to take note of the assignments we have committed to so that we don't have to wait for meeting minutes to remember them.

Stationary Supplies

1. The GWR secretary shall design electronic letterhead stationery at the beginning of the biennium for use by board members.
2. The GWR Secretary will create an electronic business card template for each board member.
3. The GWR Secretary shall also provide the following electronic files to board members upon request: board member return-address labels, board member mailing address labels, mailing address labels for clubs in region/districts, mailing address labels for DONAs.

Board Meetings

1. There will be six board meetings during the biennium. These dates are set with the agreement of the board members. Generally, the date of the next meeting is set at the meeting preceding it. Spring conference board meetings begin on Thursday morning preceding the conference and recess at the end of that day. They may resume on Sunday morning.
2. The location for these board meetings is rotated to balance out the need for travel.
3. The entire board including the governor, governor-elect, secretary, treasurer, and district directors attend board meetings, as well as others invited by the governor. The region pays all necessary expenses for each board member attending such meetings.
4. Each board member shall prepare a report of her activities to be presented at each board meeting. The report should be sent to all board members at least one week prior to the board meeting to allow other members time for review.
5. For the meeting before the spring conference, board members usually meet together for dinner on the preceding Wednesday, convene at 8:00 AM on Thursday and wrap up on the following Sunday, usually adjourning by 12:00 noon. Incoming and outgoing board members are requested to attend the Sunday meeting.
6. Board meeting minutes which contain approved motions will be sent to all board members within 30 days following the board meeting. Members should Review them at once and inform the secretary of any items that appear to need correction.

Finance Policies Related to Board Members

1. Traveling to and from board meetings is covered by region funds, as is one official visit to each club in the district by the district director. Board members may choose to attend events that are not an official part of their duties, and are encouraged to do so when possible, but related travel expenses are not provided in the region budget for such visits.

2. Mileage is compensated at the rate to be determined by the board, not to exceed the current IRS standard business mileage rate. NOTE: Mileage reimbursement rate set at \$.40 per mile effective 1-15-2010 at GWR Board Meeting of January 9-10, 2010.
3. Transportation costs allowed shall be computed at the lowest dollar amount for travel method or methods needed to reasonably reach the intended destination; i.e., ground transportation vs. airfare as well as the combination of ground transport to and from the nearest airport plus parking fees, airfare, etc.
4. At each board meeting, the GWR will provide four (4) rooms with one-half room provided for each board member. Any board member who requests a separate single room will pay the total cost of that room unless an odd number of members are receiving compensation for their room and the opportunity for a single room is available. In that case, that member's half of the room will be paid by the region and the member will reimburse the region for the remaining room cost only. The decision will be made by the governor. The governor and governor-elect may elect to have a single room during a spring conference. Any Fall Meeting room reservations that will be comped will be made by the District Director.
5. Room reservations for spring conferences will be made for each board member by the conference registration chair. Registration for meals and rooms for fall meetings will be made by each individual board member.
6. No GWR funds shall be used to purchase alcohol.
7. The cost of making copies, buying stamps, making telephone calls, etc. is reimbursable. Receipts are required for all expense reimbursements.
8. All reimbursements require a current voucher. The procedure is: use a current voucher provided by the Governor-elect; attach all documentation which shall include the receipt and/or mileage costs for flight and driving; after the Governor-elect approval and signature, the voucher is forwarded to the Governor; after the Governor's approval and signature, the voucher is sent to the Treasurer for payment.
9. Vouchers should be submitted in a timely manner and receipts must be attached for all expenses. Board members may accumulate receipts monthly or quarterly before submitting a voucher for reimbursement.
10. Each biennium, the board shall decide whether or not they wish to exchange gifts and when this shall take place. A cost limit shall be set. In consideration of the fact that board members are traveling, bulky or hard to pack gifts should be avoided.

Governor

General Duties

The GWR governor shall:

1. Perform the duties established by the GWR Bylaws.
2. Arrange a meeting with incoming board members as soon as practical to review the GWR Bylaws, Procedures, and expectations for the coming biennium.
3. Oversee the work and the activities of the region.
4. Participate in district fall meetings and assist with the agenda.
5. Appoint a GWR parliamentarian.
6. Approve all communications to clubs from GWR officers, committees, or clubs.
7. Maintain a file of pertinent materials to be passed on to the succeeding governor.

Board Meetings

1. The governor is responsible for room assignments for board meetings and spring conferences. It is recommended that roommates be rotated for each meeting, giving everyone an opportunity to share a room with each of the other board members. It is advisable for the governor to share room/suite facilities at spring conference with the governor-elect.
2. The first board meeting's agenda should include the necessary training for new board officers and district directors. The governor shall prepare a tentative agenda and send to board members prior to the meeting. A final agenda will be prepared with a copy for each board member to be distributed at the meeting. See prior agendas for guidance on agenda items.

Correspondence

1. At the beginning of the biennium, the governor may send a communication to each club who has a committee coordinator or committee member serving on a region committee, acknowledging the participation of the member.
2. A communication may be sent to the other federation governors prior to their spring conferences, congratulating them and wishing them a successful spring conference.
3. Letters are sent to each fall meeting hostess club(s) after the fall meeting congratulating them for a successful event.
4. Letters of congratulation are sent to clubs who receive SIA club grants. The governor will receive copies of letters from SIA notifying clubs of the grant award.
5. Christmas Cards: Arrange for a group picture of all board members. The secretary may use the photo to design a Christmas greeting and send to clubs, region(s) and SIA leadership.
6. See **Spring Conference** section for letters to be prepared.

Finances

1. The governor is given a discretionary budgeted amount to cover her postage and supplies, etc.
2. The cost of fall meeting registration, meals and room costs for the governor is covered by each fall meeting budget.
3. The cost of spring conference registration, meals and room costs for the governor are covered by the spring conference budget.
4. All travel costs incurred by the governor are charged to the travel budget for the region.
5. The governor shall be compensated within the limits of the budget for all appropriate expenses incurred for her attendance at all official functions where her attendance as a representative of the GWR is customary.
6. The governor reviews and signs all vouchers received from the governor-elect and forwards to the treasurer for payment.
7. The governor participates in the budget meeting of the finance committee with the governor-elect and treasurer.
8. Following the preparation of the proposed region annual budget, the governor shall allocate the total amount budgeted for committees for each committee's budget.

Budget and Contract Review

1. The governor is responsible for reviewing and signing all contracts for region events including spring conferences, fall meetings and for consulting with board members regarding these contracts.
2. It is highly recommended that the region use the services of Conference Direct or another similar vendor to assist with site selection and contract negotiation for all region meetings.

Fall Meetings

See the [GWR District Fall Meeting Manual](#) for governor's responsibilities related to fall meetings.

Governor's Roundtable

SIA holds a governor's roundtable each year; one is usually held at the SIA convention and a second during the summer of the second year of the biennium. Travel, the cost of half a room and meals are paid by SIA for each region governor. The region has elected to pay the travel, the cost of half a room and meals of the governor-elect who attends the governor's roundtable.

Spring Conference

See the [GWR Spring Conference Committee Manual](#) for governor's specific responsibilities related to spring conference.

Governor-elect

General Duties

The Governor-elect shall be prepared to assume the duties of the Governor in the event she is incapacitated and unable to perform her duties, and perform the duties established in the GWR Bylaws..

Finance

1. The governor-elect is responsible for the initial review and approval of all vouchers, insuring receipts are attached and expenses are appropriate expenditures for conducting the region's business. In reviewing vouchers insure requests are within budgeted allowances. After signing, the voucher shall be sent to the governor for her signature. The governor-elect is to keep a log of all vouchers.

Committee Coordination

1. The governor-elect serves as a liaison between the region board and committee coordinators, except the finance committee.
2. The governor-elect may communicate with the committees through a monthly or quarterly "hot sheet." Region board members should also receive copies of this communication.
3. Prior to each board meeting the governor-elect shall request a status report from committee coordinators on their committee's activities to date. These reports are to be summarized at the board meeting.
4. During the second year of the biennium, the governor-elect shall circularize all clubs of the region for volunteers to serve on region committees for the following biennium.
5. A meeting of the newly appointed committee coordinators may be scheduled for the second spring conference of the biennium or may be held via conference call or online, at the discretion of the governor-elect. The region board members should also be invited to this meeting. Committee manuals shall be distributed to coordinators and the agenda should include an outline of expectations of how committees should function in the region. Traditionally a small gift has been presented to each coordinator, but this is optional as there is no budget provision for this. A second meeting with committee coordinators may also be scheduled at the first spring conference of the biennium for recapping the committees' activities to date and evaluating the balance of the term.

Leadership Training

With the help of the Leadership Training Retreat Committee the governor-elect is responsible for the planning arrangement of the following leadership training retreats: the second year of the biennium And the beginning of her biennium as governor.

1. The governor-elect is responsible for developing a budget approved by the governor for the leadership training if needed.
2. The governor-elect or committee shall register the board members for the leadership training if needed.
3. Friday night dinner, Saturday lunch and Friday night room costs for board members are covered by the leadership training budget, if needed.
4. The governor-elect is responsible for handling all of the funds, expenses and attendee's fees and will prepare the appropriate financial report, if needed.

Correspondence

1. All written correspondence shall be copied to the governor and the secretary. If related to financial matters, copy the treasurer and if related to a specific club, copy the appropriate district director.

Region Communication

The governor-elect shall oversee a system of communication for the region which may include website or news blast as directed by the Governor.

Region Publications

1. The governor-elect is responsible for coordinating a review of all bylaws, procedures and manuals to recommend changes if appropriate, for the board's consideration.

Gifts for Outgoing Governor

1. The governor-elect is responsible for circularizing all clubs of the region beginning the February preceding the second spring conference of the biennium for a voluntary contribution toward the purchase of a past governor's pin for the outgoing governor.
2. The governor-elect is also responsible for contacting all committee coordinators for a voluntary contribution for an appropriate gift for the outgoing governor. Region board members have also contributed to a gift for the governor to be coordinated by the governor-elect.
3. The Governor-elect acts as custodian of the biennium GWR history and memorabilia during term of office for the purposes of creating a memory record for the current Governor.

Spring Conference

1. See the [GWR Spring Conference Committee Manual](#) for governor-elect's specific responsibilities related to spring conference.

Governor's Roundtable

1. The governor-elect shall plan to attend the SIA governors' roundtable at of the beginning of the second year of the biennium.
2. The governor-elect shall be compensated for expenses, not reimbursed by SIA, incurred for attendance at the Governor's Roundtable during her term as governor-elect.
3. She shall also attend the governors' roundtable associated with the federation convention at the beginning of her term as governor. This is for training for her term as governor.

Preparations for Term as Governor

1. A biennium theme may be selected and a banner reflecting the theme is an option.

Secretary

The GWR secretary shall:

1. Keep a record of the proceedings of the GWR and the GWR board.
2. Give notices of meetings as directed by the governor.
3. Make available changes made in procedures and policies by the GWR board to the board members, past governors, committee coordinators and clubs.
4. Prepare and make presentations at Leadership Training, Fall Meetings, and Spring Conference on requested topics.

Duties at Beginning of Biennium

1. Order name badges for incoming GWR board members by July 1 of the biennium.
2. Design region stationery and provide to all board members in an electronic file.
3. Create an electronic business card template for each board member. Create electronic files: board member return-address labels, board member mailing address labels, mailing address labels for clubs in region/districts, mailing address labels for DONAs. Provide to board members upon request.

Club Anniversary Recognition

1. The Secretary will prepare and send a greeting recognizing the anniversary of charter for each GWR club as directed by the Governor.

Board Meetings

1. Prepare secretary's report to be distributed to the board members prior to the meeting. This report should include the topics identified by the Governor which may include: tasks completed, tasks in-progress, and tasks to be completed in the future along with pertinent comments.
2. Suggested items to make available during the board meeting:
 - a) Previous biennium's minutes
 - b) Motion forms
 - c) Voucher forms
 - d) Supplies (i.e., stapler/remover, paperclips, post-its, 3-hole punch, tape, extra pens/pencils)
 - e) Digital recorder and extra batteries
 - f) Note taking items: paper and pen
 - g) Soroptimist publications such as: Leadership Directory, GWR Bylaws, GWR Procedures, Club Treasurer's Handbook, Structure and History of the Golden West Region

Meeting Minutes

1. Use the agenda prepared by the Governor to ensure that all points of discussion or presentation are included in the minutes.
2. Board meeting minutes should follow Robert's Rules of Order and include the following:
 - a) Name and kind of meeting: regular board meeting, annual meeting, or a special meeting.
 - b) Date, place, and time that the meeting began and ended.
 - c) Names of the chair and secretary
 - d) Names of voting members attending and whether a quorum was present.
 - e) Names of guests and their subject matter
 - f) Approval or correction of the previous meeting minutes
 - g) Motions made to include: exact wording of the motion, who made the motion and the result of the vote.
 - h) Name of reports to include the name of the member presenting it, and any action taken on the report. Attach reports in writing or identify where the report can be found. Verbal reports should be briefly summarized.
 - i) Other actions, assignments, deadlines, resolutions and recommendations should be briefly recorded.
 - j) Secretary's signature after approval
3. Board Meeting Motions - The maker of a motion uses a "Motion Form" to record the motion. Motions are numbered and the forms destroyed after the minutes are approved within 30 days following the board meeting, the secretary transcribes the motions (see previous motions/ minutes) and distributes to the members of the board as part of the minutes. This will give each member of the board an opportunity to review the actions taken and follow through with specific duties, which may have been assigned.
4. Minutes must be pre-approved by the governor prior to printing and distribution. The first draft should be presented to the governor within two to three weeks after the meeting.
5. Following approval of board meeting minutes by the governor, minutes shall be distributed to the GWR board within 30 days of that board meeting or at a date to be determined by the governor.
6. Minutes of the last board meeting of the biennium shall be sent to the board members (both outgoing and incoming) of the last meeting. The outgoing board members should be asked to verify the minutes accuracy and a validation of the minutes accuracy will be presented to the new board as documentation before the new board takes action to adopt the minutes at their first full board meeting of the biennium (usually in July/August).

Publications

The region secretary will ensure that all applicable publications are updated and available on the region website as soon as practical. This includes a collection of resource materials that is identified by and

presented in a format selected by the governor-elect, and may include: the Club Officer's Activity Calendar Checklist and the Leadership Directory.

Spring Conference

1. Prepare spring conference minutes to be finalized and available to clubs no later than 45 days after the end of spring conference or at a date to be determined by the governor.
2. Report to SIA within 45 days after spring conference all proposed amendments and resolutions receiving approval of the spring conference and requiring SIA Convention action; and submit such other reports to SIA as may be required by the bylaws.
3. Provide Golden West Region Motion Form to conference participants wishing to make a motion or amendment. Completed motion forms shall be provided in writing, in duplicate, to the governor (one for the governor to read and the other for the secretary).
4. See the GWR Spring Conference Committee Manual for secretary's other responsibilities related to spring conference.

Publications

1. GWR Leadership Directory – produce at the beginning of each biennium and make available to members on the GWR website. Update directory as changes occur.
2. GWR Bylaws – update as necessary following spring conference
3. GWR Structure & History – Prepare for past biennium and update full document.

Christmas Cards

At the Governor's discretion, the Secretary will prepare and distribute a Christmas greeting to each of the following:

- All region clubs
- DONAs
- Venture Club
- GWR Committee Coordinators
- Parliamentarian
- Region Governors
- SIA Executive Director, SIA President, SIA President-elect, GWR-Area Federation Board Member

Club Information Update Request

A Club Information Update Request shall be designed and sent to each club president and treasurer around May 1st. The completed form is due back on June 1 and used to compile the GWR Leadership Directory, which is made available to clubs and members via the GWR website.

Chartering of New Clubs, S-Clubs

1. Secretary shall send notices of the chartering 30 days prior to the charter date; a club shall make no written announcement until the secretary has made the notice. This includes the chartering of new Soroptimist clubs, S Clubs/Sigma Societies, and Venture clubs. Input is received from the governor and the club chartering committee about the chartering event for the new club. See previous biennium records for samples of charter notices. Distribution is listed in Section 8 – Membership Activities.
2. Secretary shall order a president's pin and banner for each newly chartered Soroptimist club as desired by the club.
3. Secretary shall order a gavel for any newly chartered Venture Club, Sigma Society, or S Club in the GWR as desired by the club. The gavel band shall be engraved with the name of the club and date of charter.

GWR Treasurer

GENERAL DUTIES

1. The treasurer is responsible for administering the funds of the region, keeping an accurate record of all income and disbursements, preparing the appropriate reports and attending all region board meetings.
2. The treasurer is the liaison between the board and the finance committee. She also is an ex-officio member of the finance committee.
3. The treasurer may be asked to make presentations or assist with the leadership training retreats, district fall meetings and spring conferences.
4. The treasurer shall be prepared to assist club treasurers with questions and concerns related to their responsibilities (i.e. Forms 5008 and 5010, Annual and New Member Invoices and the Treasurer's Calendar).
5. Perform the duties established in the GWR Bylaws.

FUND MAINTENANCE

1. The following authorities are provided to the Region Treasurer on behalf of the Region:
 - a. Open bank accounts
 - b. Authorize additional signers
 - c. Obtain debit cards
 - d. Close bank accounts
 - e. Transfer funds between bank accounts
 - f. Additionally, the District Directors will be added to one bank account each as additional signers for the purposes of conducting a Fall Meeting within their respective districts. Each District Director is authorized to obtain a debit card for the bank account they are assigned.
2. Submit to the region board for their approval the names of all financial institutions where monies of the region are deposited.
3. Set up and maintain a general fund and restricted funds accounts for service monies of the region and for any other funds designated by the board as restricted.
4. Receive the funds of the region and deposit them in financial institutions as authorized by the region board.
5. Transfer net income of district fall meetings to the general fund. Transfer net income of spring conference and leadership training retreats to the designated fund.
6. Tabulate and forward to SIA contributions received for federation fund development and/or federation and international projects.

ANNUAL DUTIES

1. Seek out interest bearing accounts that pay an interest rate within 1% of the current rate for U.S. Treasury Bills (if available and practical) for the funds not needed in the general checking account.
2. Assist in preparing an annual budget with the finance committee to be approved by the membership at spring conference.
3. File reports and forms as necessary with the Internal Revenue Service and the state of California.
 - a. Preparation of the annual federal and state information returns shall be the responsibility of the treasurer who held the office during the related reporting period.
 - b. In the event of or the inability of the treasurer to fulfill these responsibilities, the governor who was in office for the related period shall assume this responsibility.
4. Arrange for purchase of Management Liability Insurance (Directors & Officers Insurance) from SIA by July 1 each year. A copy of the certificate of insurance is to be forwarded to SIA HQ for record when received. (SIA requirement effective 7-1-2014)
5. Collect Dues
 - a. Coordinate with the region secretary in updating the Annual Dues & Fees Statement and New Member Invoice.
 - b. E-mail and mail the Annual Dues and Fees Statement to all clubs by May 1st of each year.
 - c. Collect all dues and fees for annual dues renewals by July 1 of each year as well as for newly chartered clubs during the biennium.
 - d. Verify the accuracy of forms and monies received.
 - e. Notify club president and treasurer if dues are not received by July 10 by mail, with a copy to the governor, governor-elect, secretary and appropriate district director.
6. Distribute dues monies to spring conference committee when requested by the conference chair prior to the conference.
7. Advance monies to District Directors to use for Fall Meetings to maintain the minimum \$500 balance to their checking accounts.

DUTIES AT CLOSE OF FISCAL YEAR / BIENNIUM

1. 100% of the net surplus revenue in the general funds (with the exception of designated funds) shall go into the reserve until the total amount is \$40,000 or one year's operating budget, whichever is greater.
 - a. Additional net surplus funds shall be allocated as follows:
 - i. 60% to the Service Fund
 - ii. 40% to the General Fund

2. Provide the annual financial statement to SIA HQ within 60 days of the region year-end close, effective July 1, 2014. (SIA requirement effective 7-1-2014)
3. Arrange with with the finance committee for them to perform an independent review for the annual review of the books of the region. The review is to be completed by October 31 following the close of the biennium. Copies of the review report shall be distributed to the current board members, the immediate past governor, the immediate past board members, and the SIA executive director.
3. File a copy of the annual region financial review report with the federation treasurer within 30 days after the report is prepared.
5. Review the Club Treasurer's Handbook annually; recommend any changes needed for the board's review.
4. Financial records and substantiating documents and vouchers shall be maintained per the GWR Records Retention and Destruction Policy (Procedures Section 3).

ACCOUNTING PROCEDURES

1. Receive vouchers signed and approved by the governor-elect and governor.
 - a. Issue payment for all authorized vouchers within 7 days of receipt
 - b. Verify that attached receipts support vouchers. Vouchers that are not accompanied by a receipt (i.e. advance payments authorized by the board according to region Bylaws/Procedures) may be paid with board approval.
 - c. Subsequent receipts must be received to justify the advanced monies and attached to the appropriate voucher. Any monies not spent and not receipted shall be refunded to the region.
 - d. All vouchers submitted for monies spent during each fiscal year must be received with the proper approvals of the governor and governor-elect no later than June 30.
2. No check shall be made payable to "Cash."
3. Expenses by board members are to be reimbursed in accordance with region Bylaws and Procedures and the annual budget.
 - a. Such expenses should be charged to the appropriate budget line item.
 - b. Board member transportation is to be charged to the transportation fund.
4. Payment for rooms and meals at board meetings will be charged to the region debit/credit card. The treasurer shall voucher these expenses to the board meeting line item of the general budget.
5. The governor shall be compensated (within budget limits) for all appropriate expenses incurred for her attendance at all functions where she is required to attend as a representative of the region.

6. Committee expenses necessary to the work of the committee shall be paid to the limit of the amount budgeted.
7. Vouchers for committee expenses must be routed via the committee coordinator to the governor-elect.
8. Each coordinator is responsible for keeping a record of her committee's respective budget allowance and their expenses.
9. No payments shall be made for amounts exceeding the budgeted allowance without prior approval of the board.

REPORTS

1. Maintain a current census of the membership and distribute quarterly to the board members, the finance committee and the membership committee coordinators.
2. Prepare financial statements and comparative budget reports quarterly or as requested by the governor. These reports should be reconciled with bank statement verified account balances. Copies shall be sent to the board members and all members of the finance committee.
3. Prepare a financial report and comparative budget report for distribution to all clubs at the spring conference.
4. Prepare a report for each of the board meetings, copy for the governor, governor-elect, secretary, and district directors, including a report on the status of the activities of the finance committee.
5. Prepare additional financial reports as may be required.

SPRING CONFERENCE DUTIES

1. Notify governor, district directors, and credentials elections coordinator prior to spring conference of those clubs delinquent in payment of dues and fees and considered ineligible to vote. Reconfirm at spring conference with credentials coordinator those clubs identified as not in good standing.

District Directors

The district directors shall:

1. Report on conditions within the districts to the governor and the GWR board.
2. Visit all clubs within their district during the biennium and complete the club visit report form. Send copies of the report form to the governor, governor-elect and secretary.
3. Send copies of correspondence with clubs to the governor, governor-elect, secretary, and treasurer when the subject relates to financial matters. Correspondence directed to SIA shall be cleared with the governor prior to sending.
4. Encourage clubs to support SI, SIA and GWR programs.

Perform the duties established in the GWR Bylaws.

Responsibilities of the District Director

The primary responsibility of a district director is to connect and communicate with the clubs in her district. This is accomplished through the following district activities:

1. Communicating with club presidents as necessary to share GWR and SIA information
2. Making an official visit to each club in the district during the biennium
3. Coordinating a fall meeting for all district clubs each year of the biennium
4. Preparing articles for the communication system approved by the Governor, as needed.

In addition, district directors participate in any duties assigned by the Governor, including the following region activities:

1. Region board meetings—normally six (6) board meetings are held during each biennium
2. Spring Conference—the governor assigns district directors various responsibilities for this annual event

Official Club Visits

1. District directors are required to visit each club in their district once during the biennium. The objective of these visits is to observe the strengths and challenges of each club, and to provide the members with current region information.
2. The region pays travel expenses for one visit to each club during the biennium. Expenses for additional club visits are at the expense of the club.

3. Recommendations for planning and conducting club visits:
- a) Contact the club president and schedule a date for your visit. Check with the president to determine if time will permit a presentation to the members and, if so, the amount of time available in order to be properly prepared. If there are several clubs in the area, it may be time and cost effective to visit several clubs in the same trip.
 - b) Make reservations, if needed, for overnight accommodations. Some clubs may offer lodging. If not, ask the president or another member for recommendations for convenient lodging.
 - c) Prior to the visit, determine the number of members in the club and if they have any outstanding requirements not met (dues, forms, etc.). If the club has a newsletter, read it over for service projects or items of interest that might personalize your visit.
 - d) Prepare remarks if time allows for you to make a presentation, making sure to keep in mind time allotted. If no specific topic has been requested, report on region events and dates.
 - e) A few days prior to your visit, be sure to confirm the date and time of the meeting with the club and obtain driving directions to the meeting location. Obtaining the cell phone number of the club president or other club member is a good idea so you can contact the club in the event you are delayed while traveling to the meeting.
 - f) Be prepared to introduce yourself to members to put everyone at ease.
 - g) It is advisable to have district director business cards to hand out.
 - h) As soon after each club visit as possible, send the official visit report form to the governor, governor-elect and secretary. It is helpful to write down your thoughts immediately so you can better recall any details. Always look for members with possible leadership during your visits.
 - i) After your visit, send a communication (email, card, or letter) to thank the club for the opportunity to visit.
 - j) Keep track of your expenses and mileage for club visits, and send to the governor-elect on the proper voucher form as soon as possible after you complete each visit.

District Director and Club Installations

If a club asks to be an installing officer, be sure to advise the club that it is their responsibility to pay for meals, transportation and other expenses you may incur. Only by prior agreement between you and the club can an installation be considered an official visit.

Fall Meetings

1. Each district has an annual fall meeting for the purpose of educating members on the region's programs and to develop future leaders in the region. A different club hosts these meetings each year.
2. District directors will work closely with each fall meeting host club in planning for the meeting.
3. The governor may work with the board to develop a uniform program to be presented at each district fall meeting.
4. The district director is responsible for developing the fall meeting budget, opening a fall meeting bank account, authorizing payment of a meeting expenses and preparing the call to fall meeting.
5. See the [GWR District Fall Meeting Manual](#) for district director's specific responsibilities related to fall meeting.
6. District Directors may use the services of Conference Direct or another similar vendor to assist with site selection and contract negotiation for all fall meetings.

Region Board Meetings

1. Prior to each board meeting the governor will send information to all board members regarding the location as well as hotel information and a preliminary agenda.
2. Each district director is required to provide a written report at each board meeting. This report should include, but is not limited to, the following topics:
 - a) Status of club visits made, planned, and to be scheduled
 - b) Other club events attended
 - c) Communications with district clubs
 - d) Fall meeting updates
 - e) Discussion of district concerns

End of Biennium Responsibilities

1. Maintain a file of forms and other pertinent materials essential to the office to be passed on to the succeeding district director.
2. Provide revisions to the Governor-elect and Secretary for the Fall Meeting Manual and any other GWR publication.

Committee Procedures

Region Committee List

Region committees have been established in the four Pillar areas and in technical areas. The Pillar committees deal specifically with the areas of Program, Membership, Fundraising and Public Awareness they represent. The technical committees offer support for the functioning of the region.

PROGRAM COMMITTEES:

- Program Committee
- Live Your Dream Awards (LYD)
- Dream It, Be It Program
- SI Liaison/IGU Friendship Grant

MEMBERSHIP COMMITTEE

FUNDRAISING COMMITTEE

PUBLIC AWARENESS COMMITTEE

TECHNICAL COMMITTEES:

- Credentials & Elections Coordinator
- Finance Committee
- Laws and Resolutions Committee
- Nominating Committee
- Communications Editor
- Spring Conference Committee
- Website Committee

General Guidelines for Committees

1. The governor shall notify a club of its members appointed to GWR committees and GWR office, and inform them of GWR financial help available to their member.
2. The treasurer serves as an ex-officio member to the finance committee; and the governor-elect shall be the liaison to all other standing committees.
3. The governor-elect shall be responsible the distribution of all releases from committees. The governor must approve these releases before distribution.
4. Copies of all committee releases sent to clubs shall be sent to GWR officers.
5. Copies of committee correspondence with a club shall be sent to the governor, governor-elect, secretary, and treasurer, when the subject relates to financial matters, and appropriate district director.
6. The governor shall replace any committee coordinator who is not performing the duties of the appointment whenever in the judgment of the governor the best interests of the GWR are not being served.

Committee Coordinator Duties

Strong leadership is the cornerstone of success in coordinating a committee. The committee coordinator must clearly communicate goals and objectives to committee members. Committee coordinators must also keep the governor and governor-elect informed of committee progress and decisions.

RESPONSIBILITIES

1. **Communicate with committee members**
 - a) Contact committee members at the beginning of the Biennium. Get to know the members of your committee. Share with them the committee work plan and their responsibilities for the year/biennium. Let them know what they will be expected to do and when they will be expected to do it.
 - b) Utilize the expertise and talents of your committee members.
 - c) Set goals for your committee; share information about your committee budget, if any
 - d) Keep committee members informed of upcoming deadlines
 - e) Delegate duties when appropriate
2. **Be prepared to make presentations**, if asked, at district fall meetings, leadership training retreats and/or spring conference. It is important to enlist the assistance of committee members in planning and making these presentations.
3. **Submit information for the GWR website as requested.**

Be sure to enlist the assistance of committee members in providing this information.

4. **Submit a report of committee activities to the governor-elect prior to each region board meeting.**
Exceptions: Parliamentarian submits her report to the region governor, and the finance committee submits a report to the region treasurer. (Refer to GWR Action Calendar)
5. Keep informed about SIA and GWR resources in your focus area, and be prepared to share this information with clubs. Be sure to enlist the assistance of committee members in providing this information.
6. Be prepared to assist clubs as needed.
7. Be prepared to pass on relevant materials to your successor at the end of the biennium.
 8. Communicate any and all concerns to the governor-elect before they develop into a problem.

Financial Information

1. Some committees have been allocated a budget to fund activities, while others have not. Committee budgets will be distributed at the beginning of each fiscal year by the governor-elect.

Examples of expenditures paid by the region include, but are not limited to:

- a) Postage
- b) Printing copies
- c) Appropriate travel expense for a committee meeting when a meeting is required by the region governor. (Reimbursement for mileage shall be no higher than the current rate allowed by the IRS and approved by the GWR Board.)

Examples of expenditures not paid by the region include, but are not limited to:

- a) Participation in club programs, installations or special affairs. (If a club invites your participation, they should be prepared to pay all expenses; i.e., meals and travel.)
 - b) Travel to your own district fall meeting or spring conference
2. Keep records of your committee's expenses to insure you do not exceed your budget.
 3. Requests for payments must be submitted on a region voucher and receipts must be attached to support the request. Vouchers are to be submitted to the governor-elect. Any requests for payment by a committee member must have prior committee coordinator approval before routing to the governor-elect. No expenses over budget shall be paid without prior approval of the GWR board.
 4. All requests for payment should be submitted promptly (suggest at least each quarter and prior to the end of each fiscal year (June 30). No payments will be made on vouchers submitted after the close of the fiscal year.
 5. If you have a question about what may or may not be allowed, please check with the governor-elect prior to incurring your costs.

Credentials & Elections Coordinator

1. The credentials & elections coordinator compiles and presents accurate reports to the conference body at spring conferences. She assists the registration committee in verifying names of those pre-registered and making changes when needed.
2. Once the Call to Spring Conference is distributed, club credentials forms will come to you and you must complete the individual cards for each voting member, region board members, DOÑAs, REGAL and club delegates.
3. During spring conference, work closely with the spring conference registration chair. She will provide you with the necessary tables and chairs for the registration area, with an electrical outlet nearby. She will work with you to insure her committee personnel are able to meet with you prior to the opening of registration for necessary registration instructions.
4. Refer to registration procedures in the [Spring Conference Committee Manual](#) and to [Credentials & Elections Coordinator Guide](#).

Notes to C & E Coordinator:

- Wait to print ballots until after all nominations from the floor are received.
- Meet with the four district tellers prior to Saturday voting to go over election duties.
- Prepare receptacle for ballots for each district, and set up voting room prior to election.
- Make sure the voting room and all tellers are ready for the delegates to vote on Saturday at the time designated in the official conference program.
- Voting delegates enter the room and sign in with their district, vote, and then exit.
- At the end of the election period, close the door, then count and record the number of votes each nominee has received; also calculate the number of votes needed for a majority for each position.
- Coordinator and the teller from each district will sign the ballot summary for each district.
- Coordinator reads the ballot report at the business session on Saturday morning, announcing the results including the number of votes cast for each candidate and the number of votes needed for a majority.
- If a majority is not received on the first ballot, a re-ballot shall occur between the two candidates receiving the most votes.
- After the conference, the Credentials and Elections Coordinator provides a written copy of the final credentials report and the voting results to the GWR Secretary to be included in the conference minutes.
- At the close of conference, the ballots shall be destroyed.

Finance Committee

COMMITTEE STRUCTURE:

The finance committee is made up of a coordinator and two members, one representing District 1 & 2 and one representing District 3 & 4. The region treasurer is an ex-officio member of the finance committee.

RESPONSIBILITIES:

1. The finance committee shall be responsible for developing the annual budget with the GWR treasurer.
2. The meeting for developing the annual budget shall be scheduled in conjunction with the January board meeting each year, if possible.
3. The committee coordinator shall submit the proposed budget to the secretary for inclusion in the call to conference.
4. The committee coordinator shall be prepared to present the proposed budget to the members at the spring conference.
5. The finance committee shall be responsible to monitor actual expenses against the current budget on a quarterly basis and to submit a written report of the committee's findings to the treasurer with copies to the governor and governor-elect.
6. Each committee member will receive a quarterly financial statement from the region treasurer. Upon receipt, the member shall review the statement for compliance and accountability and forward a written report to the coordinator. The coordinator will then prepare a written report and forward to the treasurer. The report will point out any discrepancies in the accuracy of the numbers on the report. It is important that the finance committee make certain that the quarterly financial statement is in compliance with the region-approved budget. It may be necessary to consider revision and/or update of the budget (within the overall totals) if the statement warrants.
7. The committee coordinator shall prepare a report of committee activities to send to the region treasurer for her report to the board. These reports should reflect the information received from the committee members as well as general information.

OTHER DUTIES:

- Refer to General Guidelines for Committees.

Fundraising Committee

STRUCTURE:

The fundraising committee is made up of the region fundraising chair and four members, one representing each district.

GENERAL RESPONSIBILITIES:

1. The committee shall be responsible for raising funds for GWR service projects at spring conference.
2. Traditionally this committee has managed a fundraising event at each spring conference for the purpose of raising funds for the region. Clubs are solicited for donated auction and/or raffle items that may be baskets filled with gifts or other items that would generate interest and generous bidding. Committee works with the spring conference chair as to where the auction items are to be stored and displayed for auction. The fundraising event is generally held Friday evening.

FUNDRAISING CHAIR DUTIES

1. Refer to *SIA Fundraising Chair Job Description* available at <http://www.soroptimist.org>
2. Participate in quarterly conference calls with SIA headquarters and provide a summary report of the call to the region governor.
3. Region funds may be allocated to defray expenses of the region fundraising chair related to travel and attendance at the region chair orientation program during the SIA convention, district fall meetings (excluding chair's district) , and other specific assignments.

ALSO REFER TO:

General Guidelines for Committees

Laws & Resolutions Committee

STRUCTURE:

The laws and resolutions committee is made up of a coordinator and two members, one representing District 1 & 2 and one representing District 3 & 4.

RESPONSIBILITIES:

1. Region Bylaws & Procedures

This committee is responsible for preparing and presenting region bylaw changes to the members. Upon receiving recommendations for amendments (can be from a club, a GWR committee, the GWR board or any of its members), review the bylaws to determine if other articles would be affected. Prepare the proposed amendments for the region secretary to include in the Call to Conference. The proposals should also include the reason for the suggested change. This information should be provided by the board, club or member proposing the amendment.

It is suggested that the committee review the region bylaws each biennium to look for housekeeping suggestions; i.e., information that is duplicated within the bylaws or duplicates information in the region procedures. Refer your recommendations to the region board when preparing your report for the governor-elect prior to a region board meeting.

2. Club Bylaws & Procedures

All committee members should be available to review bylaws from region clubs if requested. Upon completion of the review, the committee member shall notify the coordinator of suggested changes needed prior to notifying the club. Necessary follow-up shall be made to insure the club receives the suggested changes.

ALSO REFER TO:

General Guidelines for Committees

Membership Committee

STRUCTURE

The membership committee shall consist of the GWR membership chair and one member representing each district.

RESPONSIBILITIES

1. Promote membership objectives of SIA and GWR to clubs and members in the region
2. Assist clubs with member recruitment and retention efforts
3. Support and assist new clubs through formation and first year post-chartering

SPECIFIC DUTIES

1. Provide information, training and technical assistance to clubs in all matters related to recruitment, retention, and Soroptimist orientation.
2. Regularly visit the SIA website to become familiar with membership tools and materials; disseminate information concerning resources to clubs and encourage use of materials.
3. Review membership reports and general information sent by SIA headquarters regarding membership statistics, clubs experiencing low membership, non-payment of dues/fees and other “club health” related issues. Use this information to prepare a monthly membership report to the GWR board.
4. Facilitate transfer of prospective member introduction forms received through the SIA website to appropriate club for follow-up with interested individuals. Ensure prompt follow-up by clubs and provide relevant feedback to headquarters about outcome of contacts.
5. Assist with the chartering and development of new clubs in the region:
 - a) Provide information to the region regarding procedures for chartering a club.
 - b) Be prepared to serve as a resource for clubs involved in club chartering. Refer to *Ten Steps to Chartering a New Soroptimist Club* on the SIA website.
 - c) Be alert to new locations where the chartering of a new club might be feasible.
6. At the discretion of the governor a subcommittee may be organized for the purpose of assisting in chartering new clubs and/or for assisting clubs with low membership

FINANCES RELATED TO CLUB CHARTERING

1. Region funds may be used to develop and implement plans to charter a club. The sponsoring/chartering club shall prepare a plan with the assistance of the GWR membership chair. The written plan must be submitted to the membership chair for approval of the use of funds. Allocation of funds will be limited to not more than \$250 to any club during the biennium. If approved, the GWR treasurer shall issue a check of up to \$125 prior to the event with the balance to be paid after all receipts are received by the treasurer.
2. The region will cover the following costs related to the chartering of a new club: president's pin, club banner, and selected GWR publications.

MEMBERSHIP CHAIR DUTIES

1. Refer to *SIA Membership Chair Job Description* available at <http://www.soroptimist.org>
2. Participate in quarterly conference calls with SIA headquarters and provide a summary report of the call to the region governor.
3. Region funds may be allocated to defray expenses of the region membership chair related to travel and attendance at the region chair orientation program during the SIA convention, GWR leadership training workshops, district fall meetings (excluding chair's district), and other specific assignments.

ALSO REFER TO:

General Guidelines for Committees

Communications Editor

RESPONSIBILITIES

1. Assemble a region communications for distribution to clubs, committee coordinators, past governors, and SIA officers and staff.
2. Send all communications to the Governor for review
3. Upon approval from the Governor, send communications to the Region Secretary for distribution
4. Assist the Region Secretary as needed

Nominating Committee

COMMITTEE STRUCTURE

The committee shall consist of a coordinator appointed by the governor and a member representing each district, which are elected by their district-voting delegates at spring conference.

RESPONSIBILITIES

1. This committee is responsible for soliciting nominations from the clubs and proposing candidates for election to GWR office. See GWR Bylaws, ARTICLE V. Section 5.1.

SPECIFIC DUTIES

1. In the first year of the biennium, prepare to develop a slate of nominees for the positions of district members to the succeeding nominating committee.
2. Mail or e-mail a letter to the president of each club in the region to solicit suggestions for nominees, copying the governor, governor-elect and respective district director. Once the committee has determined the eligibility and a suggested slate, contact each proposed nominee to determine if she is agreeable to accept the nomination. When all responses are received, prepare a report for the region board and a report for the region secretary to include in the call to spring conference
3. In the second year of the biennium, prepare to develop a slate of nominees for region board positions – governor-elect, secretary, treasurer and four district directors.
4. Follow the same procedure outlined above for contacting the potential nominees and for providing information to the region board and the region secretary.
5. In both years, when all nominees accept, write a letter advising them of the restraints on election campaigning. In the second year of the biennium, also advise the candidates that they are to be prepared to make a two-minute presentation to the members regarding their candidacy and, if elected, to make the necessary advance plans to attend a brief board meeting of the new board members on Sunday morning following the close of the conference.

CAMPAIGNING GUIDELINES

1. Written campaigning by candidates is prohibited by SIA procedures. However, it is in the best interest of the GWR to allow and conduct an informed election process for its membership. Therefore, candidates and their representatives may introduce themselves to the conference participants by stating their names, the office for which they are running, and answer questions pertaining to their qualifications, philosophy, and platform. Campaigning will be limited to the time between the opening and closing of conference session.

ALSO REFER TO:

General Guidelines for Committees

Program Committee

COMMITTEE STRUCTURE

The committee is composed of the region program chair, who serves as coordinator and one representative from each district.

RESPONSIBILITIES:

1. To promote the program objectives of SIA and GWR to clubs and members in the region.
2. To raise awareness in region clubs about SIA program resources and materials.
3. Work with GWR SI Liaison to promote SI programmes and SI programme focus.
4. To encourage clubs to report on their service projects via the SI programme focus report database.
5. To promote club participation in Saturday of Service (first Saturday in March); Solicit reports on activities conducted from clubs; tabulate and report results to region board; work with governor-elect to recognize clubs for participation at each spring conference.

PROGRAM CHAIR DUTIES

1. Refer to *SIA Program Chair Job Description* available at <http://www.soroptimist.org>
2. Participate in quarterly conference calls with SIA headquarters and provide a summary report of the call to the region governor.
3. Region funds may be allocated to defray expenses of the region program chair related to travel and attendance at the region chair orientation program during the SIA convention, the GWR leadership training , district fall meetings (excluding chair's district) , and other specific assignments.

ALSO REFER TO:

General Guidelines for Committees

Public Awareness Committee

COMMITTEE STRUCTURE

The public awareness committee shall consist of the region public awareness chair, who serves as committee coordinator and one member from each district.

RESPONSIBILITIES

1. To promote the public awareness objectives of both the SIA strategic plan and the region strategic plan to clubs and members in the region.
2. To manage the content of the GWR website.

SPECIFIC DUTIES

1. Counsel and assist clubs with their public awareness efforts by promoting the use of federation tools and resources.
2. Manage/update the content of the GWR website as directed by the region board and in compliance with the GWR Website Policy.
3. Participate in ongoing efforts to upgrade the website as new technology becomes available.

PUBLIC AWARENESS CHAIR DUTIES

1. Refer to *Public Awareness Chair Job Description* available at <http://www.soroptimist.org>
2. Participate in quarterly conference calls with SIA headquarters and provide a summary report of the call to the region governor.
3. Region funds may be allocated to defray expenses of the region public awareness chair related to travel and attendance at the region chair orientation program during the SIA convention, the GWR leadership training, district fall meetings (excluding chair's district), and other specific assignments.

ALSO REFER TO:

General Guidelines for Committees

SI Liaison / Friendship Grant Coordinator

STRUCTURE

At the discretion of the governor, a GWR member may be selected to act as the GWR's liaison to Soroptimist International (SI).

The SI liaison shall work with the region program chair in developing a work plan for the Biennium.

The SI liaison shall provide reports on her activities to the program chair, who shall submit a summary report to the governor-elect for GWR board meetings.

RESPONSIBILITIES

1. Keep clubs in the region informed about Soroptimist International programs and projects.
2. Friendship Grant Program: The SI liaison may act as coordinator of the GWR Grant of Friendship Program, or the governor may appoint an additional individual to serve as friendship grant coordinator to fulfill these duties. See [GWR Grant of Friendship Guidelines](#).

ALSO REFER TO:

General Guidelines for Committees

Spring Conference Committee

For a complete list of all committee duties, please refer to the *Spring Conference Committee Manual*.

Dream it, Be It Committee

STRUCTURE: To be determined

RESPONSIBILITIES:

SPECIFIC DUTIES:

Live Your Dream Awards Committee

STRUCTURE:

The LYD committee shall consist of a coordinator and one representative from each district.

The region program chair shall oversee the work of the LYD committee. The LYD coordinator shall work with the Region program chair to develop and implement a work plan for the Biennium. The coordinator shall provide reports on committee activities to the program chair, who shall submit a summary report to the governor-elect for GWR board meetings.

RESPONSIBILITIES:

1. Planning, coordinating and administrating the Live Your Dream Awards at the region level
2. There shall be at least three GWR award winners selected.
3. A monetary award will be given. The amount of which will be determined by the GWR Board.

Specific Duties:

1. Review all SIA LYD program requirements each year to assure that new requirements are incorporated into the region program.
2. Consult with the program department at SIA headquarters during planning and implementation of the program as necessary.
3. Coordinate with program chair on updating the GWR LYD transmittal form for clubs each year.
4. Encourage all clubs to participate in the Live Your Dream Awards and to order LYD applications and brochures from SIA early.

5. Notify clubs of “at large” applications for their review and consideration.
6. Serve as region point of contact for clubs participating in the Live Your Dream Awards
7. Encourage clubs to create potential applicant list for online distribution of LYD electronic application forms.

District committee members shall:

1. Insure that all clubs have LYD applicants. Arrange for clubs who received no completed applications to receive an application from another club.
2. Notify clubs of “at large” applications for their review and consideration and insure that clubs that agree to receive an “at-large” application from SIA and include that applicant in their club judging process or return the application to SIA
3. Collect applications and GWR transmittal forms for club-level Live Your Dream Awards winners within district by the established deadline. Ensure completeness of the application and transmittal forms following the rules established by SIA.
4. Review applications and ensure that club winners meet the stated eligibility requirements.
5. Coordinate judging of applications of club LYD winners in each district. Each district committee member shall select three judges from outside the Soroptimist membership to evaluate all qualifying applications. Judges shall rank all applications. The top two applications shall be forwarded to the LYD committee coordinator for region judging by the established deadline.
6. District committee members shall not disclose any details about the district-level judging or names of finalists to clubs, individual club members or applicants. Region-level finalists shall be notified by the region governor that they have been selected after the conclusion of the region-level judging.

Coordinator shall

1. Provide judges with an informational fact sheet on Soroptimist programs.
2. Select three to five individuals from outside the Soroptimist membership to evaluate finalist applications received from each district. Instruct judges to select one first place winner and designate second place on down according to the number of awards provided by SIA. (Confirm number of region/federation level awards each year with region governor).
3. Notify the region governor of the names of the region finalists, their award placement (first, second, etc.), contact information, and sponsoring club. The region governor shall officially notify each LYD finalist that she has been selected, and shall invite her to spring conference to receive her award.
4. Coordinate with the region governor before notifying the sponsoring clubs with GWR LYD finalists. Ask clubs to obtain the following items from their finalist: Completed W-9, Media Release Form, high resolution digital photograph of the finalist. Enlist the assistance of the district LYD committee members in this effort.
5. Collect program award data from club transmittals and complete SIA region transmittal report.
6. Submit the following to SIA Headquarters: complete applications of the appropriate number of

region-level winners; region transmittal report and other submission requirements (W-9 forms, Media Release forms); social security numbers for all finalists; and an SIA Excel spreadsheet for all club winners by the deadline date.

7. Provide copies of completed W-9 forms for each finalist to the GWR treasurer by the established deadline.
8. Prepare a short biography for each GWR LYDA finalist for the award program.
9. Submit biographies and photographs for each GWR LYDA finalist to the region secretary by the established deadline for inclusion in the spring conference award program.
10. Coordinator and/or designated committee member should be prepared to greet and brief region Live Your Dream Award winners prior to the awards program at spring conference to prepare them for making their presentation and accepting their award.

OTHER DUTIES: Refer to General Guidelines for Committees.

Soroptimists Celebrating Success Awards Committee

STRUCTURE:

The Soroptimists Celebrating Success Awards (SCSA) committee shall consist of the SCS region chair.

The SCS chair shall develop and implement a work plan for the Biennium based on SIA SCSA for the current year. The SCS chair shall provide reports on activities to the governor-elect for GWR board meetings.

RESPONSIBILITIES:

4. Planning, coordinating and administering the SCS program at the region level. This includes serving as a resource for club members and as a liaison between clubs and the program department at SIA Headquarters.

AWARDS:

1. Entries in each pillar area (fundraising, membership, program, public awareness) shall be judged and ranked by region-level judges comprised of the Region Pillars and committee members. The Fundraising Chair and committee members shall judge all Fundraising entries; the Membership Chair and committee members shall judge all Membership entries; the Program Chair and committee members shall judge Program entries; and the Public Awareness Chair and committee members shall judge Public Awareness entries.

2. The first place project in each pillar area (fundraising, membership, program, public awareness) shall be selected based on the highest score. Additional recognition awards may be given (second, third, fourth, etc.) at the discretion of the region board.

Specific Duties:

8. Review both club and region instructions for the SCS award program each year to assure that new requirements are incorporated into the region program.
9. Consult with the program department at SIA headquarters during planning and implementation of the program as necessary.
10. Update the GWR SCS transmittal form for clubs each year.
11. Encourage all clubs to submit entries for SCS awards during region application period (July 1-September 30).
12. Serve as region point of contact for clubs participating in the SCS awards program.
13. Coordinate region-level judging to rank all project entries in each pillar area and identify the first place project (subsequent awards (second, third, etc.) at the discretion of the region board.
14. Complete region transmittal form and submit first place region SCS award application in each pillar area to the program department at SIA headquarters by November 1.
15. Prepare region announcement of top projects in each pillar area in February on region Facebook page and GWR website.
16. Simultaneously with the above announcement, notify all applicants of outcomes of region-level judging: ONLY announce projects receiving top awards in each pillar area. [DO NOT announce first place project!]
17. Provide clubs with a project selected for an award with guidelines for preparing a poster to be displayed at spring conference to share information about their project with conference attendees.
18. Assist with presenting region-level SCS awards at spring conference.

OTHER DUTIES: Refer to General Guidelines for Committees.

Document Retention & Destruction Policy

1. The purpose of this policy is to provide procedures related to maintaining and documenting the retention, storage and destruction of Golden West Region documents.
2. The **governor-elect** shall be responsible for coordinating the retention and destruction of documents according to the **Document Retention & Destruction Schedule** below, and shall document and report to the board annually on actions taken to maintain and/or destroy GWR documents.
3. Documents in electronic format shall be maintained just as hard copy or paper documents are, in accordance with the document retention/destruction schedules below. The GWR may establish standards for electronic document integrity, including guidelines for handling electronic files, backup procedures, archiving of documents
4. By **December 1** in the first year of each biennium, the **governor-elect** or other designated board member shall arrange for the destruction of appropriate records in a safe and confidential manner. (See **Document Destruction Timeline**)
5. By **December 1** in the first year of each biennium, the paper or electronic documents listed in the document retention/destruction schedule from the prior biennium shall be **transferred to and maintained by the governor-elect**, or other designated board member.
6. GWR board members and region committee members, as appropriate, shall be familiar with this policy and shall provide specifically identified documents upon request.
7. If the GWR board becomes aware that litigation, a governmental audit or a government investigation has been instituted, or is reasonably anticipated or contemplated, the governor shall immediately order a halt to all document destruction under this policy.
8. The GWR Board may revise or revoke this policy at any time.

**GOLDEN WEST REGION
DOCUMENT RETENTION & DESTRUCTION SCHEULE**

| DOCUMENTS | RETAIN FOR 2 YEARS [1 BIENNIUM] | RETAIN FOR 8 YEARS [4 BIENNIUMS] | PERMANENT | PAPER | ELECTRONIC |
|---|---------------------------------------|--|-----------|-------|------------|
| Audit/Review Reports | | X | | X | |
| Bank Statements & Reconciliations | | X | | X | |
| Board Meeting Minutes | | | X | X | X |
| Bylaws amendments [documented in GWR History] | | | X | X | X |
| Cancelled Checks [important payments] | | | X | | X |
| Cancelled Checks [routine] | | X | | X | |
| Charter / Articles of Incorporation | | | X | X | X |
| Club Dues Invoices | X | | | X | |
| Contracts [expired] | | X | | | |
| Correspondence [legal & important matters] | | | X | | |
| Deposit Records | | X | | X | |
| Employer Identification EIN Designation | | | X | | |
| Exemption Determinations [IRS & State] | | | X | | |
| Fall Meeting Calls | | | X | | X |
| General Ledger | | | X | X | X |
| GWR History [includes Bylaw Amendments] | | | X | | X |
| Income Tax Returns [IRS & State] | | | X | X | X |
| Insurance Records | | | X | | |
| Leadership Training Calls | | | X | | X |
| Quarterly Financial Statements | | X | | X | |
| Sales Tax Returns (California) | | X | | X | |
| Spring Conference Call | | | X | | X |
| Spring Conference Minutes | | | X | | X |
| Spring Conference Program | | | X | | X |
| Voucher Register & Back-up | | X | | X | |
| Year End or Final Financial Statements | | | X | X | X |

DOCUMENT DESTRUCTION TIMELINE

Region Treasurer's Records
DOCUMENT RETENTION & DESTRUCTION SCHEULE

| DOCUMENTS | RETAIN FOR 2 YEARS [1 BIENNIUM] | RETAIN FOR 8 YEARS [4 BIENNIUMS] | PERMANENT | PAPER | ELECTRONIC |
|--|---------------------------------------|--|-----------|-------|------------|
| Audit/Review Reports | | X | | X | |
| Bank Statements & Reconciliations | | X | | X | |
| Cancelled Checks [important payments] | | | X | | X |
| Cancelled Checks [routine] | | X | | X | |
| Club Dues Invoices | X | | | X | |
| Deposit Records | | X | | X | |
| General Ledger | | | X | X | X |
| Income Tax Returns [IRS & State] | | | X | X | X |
| Quarterly Financial Statements | | X | | X | |
| Voucher Register & Back-up | | X | | X | |
| Year End or Final Financial Statements | | | X | X | X |

Region Administrative Records
DOCUMENT RETENTION & DESTRUCTION SCHEULE

| DOCUMENTS | RETAIN FOR 2 YEARS [1 BIENNIUM] | RETAIN FOR 8 YEARS [4 BIENNIUMS] | PERMANENT | PAPER | ELECTRONIC |
|---|---------------------------------------|--|-----------|-------|------------|
| Board Meeting Minutes | | | X | X | X |
| Bylaws amendments [documented in GWR History] | | | X | X | X |
| Charter / Articles of Incorporation | | | X | X | X |
| Contracts [expired] | | X | | | |
| Correspondence [legal & important matters] | | | X | | |
| Employer Identification EIN Designation | | | X | | |
| Exemption Determinations [IRS & State] | | | X | | |
| GWR History [includes Bylaw Amendments] | | | X | | X |
| Insurance Records | | | X | | |

**Spring Conference
DOCUMENT RETENTION & DESTRUCTION SCHEULE**

| DOCUMENTS | RETAIN FOR 2 YEARS [1 BIENNIUM] | RETAIN FOR 8 YEARS [4 BIENNIUMS] | PERMANENT | PAPER | ELECTRONIC |
|--|---------------------------------------|--|-----------|-------|------------|
| Audit/Review Reports | | X | | X | |
| Bank Statements & Reconciliations | | X | | X | |
| Cancelled Checks [important payments] | | | X | | X |
| Cancelled Checks [routine] | | X | | X | |
| Contracts [expired] | | X | | | |
| Correspondence [legal & important matters] | | | X | | |
| Deposit Records | | X | | X | |
| General Ledger | | | X | X | X |
| Spring Conference Call | | | X | | X |
| Spring Conference Minutes | | | X | | X |
| Spring Conference Program | | | X | | X |
| Voucher Register & Back-up | | X | | X | |
| Year End or Final Financial Statements | | | X | X | X |

**Fall Meeting
DOCUMENT RETENTION & DESTRUCTION SCHEULE**

| DOCUMENTS | RETAIN FOR 2 YEARS [1 BIENNIUM] | RETAIN FOR 8 YEARS [4 BIENNIUMS] | PERMANENT | PAPER | ELECTRONIC |
|--|---------------------------------------|--|-----------|-------|------------|
| Bank Statements & Reconciliations | | X | | X | |
| Cancelled Checks [routine] | | X | | X | |
| Contracts [expired] | | X | | | |
| Correspondence [legal & important matters] | | | X | | |
| Deposit Records | | X | | X | |
| Fall Meeting Calls | | | X | | X |
| General Ledger | | | X | X | X |
| Voucher Register & Back-up | | X | | X | |
| Year End or Final Financial Statements | | | X | X | X |

**Leadership Training Retreat
DOCUMENT RETENTION & DESTRUCTION SCHEULE**

| DOCUMENTS | RETAIN FOR 2 YEARS [1 BIENNIUM] | RETAIN FOR 8 YEARS [4 BIENNIUMS] | PERMANENT | PAPER | ELECTRONIC |
|--|---------------------------------------|--|-----------|-------|------------|
| Bank Statements & Reconciliations | | X | | X | |
| Cancelled Checks [routine] | | X | | X | |
| Contracts [expired] | | X | | | |
| Deposit Records | | X | | X | |
| General Ledger | | | X | X | X |
| Leadership Training Calls | | | X | | X |
| Voucher Register & Back-up | | X | | X | |
| Year End or Final Financial Statements | | | X | X | X |

Fall Meetings

See [District Fall Meeting Manual](#).

Finance & Risk Management

1. The GWR shall purchase Management Liability Insurance (Directors & Officers Insurance) from SIA by July 1 each year. A copy of the certificate of insurance is to be forwarded to SIA HQ for record when received. (SIA requirement effective 7-1-2014)
2. The GWR shall provide the annual financial statement to SIA HQ within 60 days of the region year-end close, effective July 1, 2014. (SIA requirement effective 7-1-2014)
3. The GWR shall forward a copy all contracts for \$10,000 or more to SIA HQ, Attention Alice Cahill Gens, Senior Director of Finance and Administration. This information will allow SIA to be better informed of all financial commitments of the organization. Contracts will be maintained for reference only, and will not be reviewed for input. (SIA requirement effective 7-1-2014)
4. Dues received at the end of each year for the following year should not be deposited until after July 1st of the new fiscal year.
5. Funds Control:
 - a. All requests for reimbursement/checks from GWR funds must be accompanied by supporting receipts of payment. If an advance is requested and approved by the board, supporting receipts of payments are to be submitted as soon as expenditures are completed to the GWR treasurer. The receipts are to be attached to the voucher supporting the monies advanced. If the receipts are for less than the amount of the advance, a check for the difference is required to reimburse the GWR treasury.
 - b. All requests for reimbursements from GWR funds must be on the approved voucher form and signed by the governor-elect, governor and treasurer. The treasurer or the governor shall sign checks. All checks written from GWR funds must be accompanied by supporting receipts or board approval.
 - c. No check from a GWR account shall be written to "Cash."

6. All vouchers must be submitted to the governor-elect no later than June 30 or they will not be honored.
7. A gift from the GWR to a SIA officer making a visit shall be funded from the GWR funds, and shall not exceed \$30.00.
8. Flowers or other suitable token of sympathy shall be sent in the event of illness of a GWR board member or the death of a family member of a GWR board member. Amount of expenditure shall be at the discretion of the board and in accordance with the annual budget.
9. When a DOÑA or REGAL dies, a donation from the GWR service fund shall be made to the SIA fund development in their name, the amount approved by the GWR Board.
10. The GWR treasurer shall maintain a reserve account funded in the following manner: at the end of the biennium, 100% of the surplus revenue in the general fund shall go into the reserve account until the total amount is \$40,000 or one year's operating budget, whichever is greater. Thereafter, additional surplus funds shall be allocated as follows:
 - a. 60% to the service fund
 - b. 40% to the general fund to be used in addition to the current operating expense budget, as needed.
11. The GWR treasurer shall seek out interest bearing accounts that pay an interest rate within one percent of the current rate for U.S. treasury bills, if available and practical, for the funds not needed in the general checking account.

Leadership Training

General Guidelines

1. For the purpose of training officers or members, a leadership training event may be held.

Mail Ballot Procedures

Mail Ballots to GWR Board

1. All subject matter for ballots shall be submitted to the governor with a copy to the secretary in two parts as follows:
 - a. Background information
 - b. Recommendations written in proper form
2. Subject matter for ballots may result from reports and recommendations submitted by:
 - a. GWR board or its members
 - b. GWR committees over signature of coordinator
 - c. Clubs over signature of club president
 - d. SIA through the governor
3. The responsibility of the governor and secretary for issuing ballots shall be as follows:
 - a. The governor, by signature, certifies the subject matter presented is timely and is a matter of GWR business that requires action by the board or clubs. The governor shall report to the board for its consideration any request(s) for ballots, which, in the opinion of the governor, are deemed improper for board action and shall give reason for such decision(s).
 - b. The secretary certifies that the Soroptimist law and any board action not yet recorded therein have been checked for conflicting action that, if any, is then noted in a statement over the signature of the secretary.
 - c. All mail ballots are to be mailed in separate envelopes marked "Ballot" and are not to be included with other mailings.
 - d. When funds are needed for accomplishing action approved by ballot, the ballot shall include provision for source of such funds.

- e. The source of the recommendation and the actual wording of the presenter of the recommendation shall be included on all mail ballots. The secretary or governor may edit the actual wording of the recommendation provided the intent is not changed.
- f. The ballot form shall be drawn in accordance with *Robert's Rules of Order, Newly Revised*.
- g. In accordance with *Robert's Rules of Order, Newly Revised*, members shall have the right to change their vote up to the time the vote is finally announced.
- h. If a club or member is opposed to the ballot based on the issue presented, or wishes to amend the proposal, the club member may prepare a written statement of amendment or statement of opposition and mail to all clubs in the GWR, within ten days of the receipt of the ballot.
- i. Any GWR board member may challenge the ballot provided:
 - 1) A written notice of challenge is sent to the secretary within ten days of the receipt of the ballot and a letter, with evidence of delivery, setting forth the reason for the challenge is received by the governor and secretary within ten days of notice or challenge.
 - 2) The reason for the challenge shall be:
 - a. Not conforming to correct parliamentary procedures.
 - b. In conflict with GWR bylaws.
 - c. In conflict with any governmental law; i.e.: federal, state, county or local.
- j. When a ballot is challenged, another ballot shall be issued immediately to determine:
 - 1) The validity of the challenge, per 9.b.
 - 2) A final decision on the subject matter in view of the reasons for the challenge.
 - 3) The reason for the challenge shall accompany the second ballot.
- k. The secretary, as soon as a majority vote has been received shall advise all GWR board members. The governor shall arrange for notification of any others directly concerned, including the finance committee coordinator if finances are involved, within 15 days thereafter. Individual comments by voting members shall be included in both reports.
- l. For each board meeting, the secretary shall prepare a summarized report listing all ballot action for the biennium to date.
- m. All ballots shall be destroyed 30 days after the summary is presented to the board.

Mail Ballots to Clubs

- 1. All club mail ballots shall be subject to the same criteria as board mail ballots with the following exceptions:
 - a. Club ballot shall be returned with the club name shown.
 - b. Club ballot shall be signed by the president, vice president or secretary and the office held shall be noted near signature

- c. A majority of the ballots returned to the designated return address by deadline date will be considered a quorum for counting.
- d. The exact number of ballots mailed to clubs will be recorded.
- e. Sixty (60) days from mailing shall be allowed for return of completed ballots
- f. Notification to clubs regarding results of a club ballot shall be included in the next club mailing.
- g. If a secret ballot is required, these provisions shall be modified to comply with the provisions for secret balloting in *Robert's Rules of Order, Newly Revised*.
- h. Mail ballots shall be retained until the conclusion of the next spring conference.
- i. The governor shall designate the place for the return of the ballots.
- j. The notification to clubs of the results of a mail ballot shall state the total number of votes cast, the total number of votes needed for approval, the total number of votes in favor, the total number of votes opposed, the number of abstentions, and whether the matter was carried or lost.

Membership Activities & Funding

Funding of Region Membership Activities

1. \$1.00 of the GWR dues, or \$.50 of prorated dues paid after January 1, shall be allocated to recruitment and retention each year of the biennium.
2. When a GWR officer or district director incurs expenses under authority of the governor in connection with education in Soroptimist beyond the regular duties of that office, such expenses shall be charged to the membership committee rather than to the budget of the officer, district director.

Club Chartering Procedures

1. GWR funds for chartering new clubs: Funds may be used to develop and implement plans to charter a club. The sponsoring/chartering club shall prepare this plan with the assistance of the GWR region membership chair and district director. The written plan must be submitted to the membership chair for approval of the use of funds. The plan shall include: goal for number of new club members, target dates, outline of events planned and budget.
2. Allocation of funds will be limited to not more than \$250 to any club during the biennium. If approved, the GWR treasurer shall issue a check of up to \$125 prior to the event with the balance to be paid after all receipts are received by the treasurer. A written report detailing the results shall be sent 30 days after the completion of the project to the membership chair with all receipts attached supporting the use of the monies received. The report and supporting documents shall be forwarded to the GWR treasurer.
3. Before a club initiates action to charter a new club, a written request to do so should be sent to the GWR governor. The GWR governor will consult, if necessary, with the GWR membership chair before making a decision on whether or not to grant approval of the request.
4. GWR funds for chartering new clubs will cover:
 - a. President's pin
 - b. American flag or club banner, as recommended by sponsoring club

5. Sponsoring club shall submit a voucher with itemized expenses to the governor-elect for reimbursement as follows:
 - a. New clubs chartered within 25 miles, expenses up to \$250.00
 - b. From 25 to 75 miles, expenses up to \$350.00
 - c. Over 75 miles, expenses up to \$500.00
6. Any club chartered within 60 days of spring conference, or any club that has requested a charter but has not yet been chartered, may apply for funds to assist with the cost of attending the spring conference. The amount, to be paid from the GWR funds, shall not exceed \$75.00 per member and shall be limited to three members per club.
7. The GWR secretary shall send notices of chartering 30 days prior to the charter date; a club shall make no written announcement until the secretary has made the notice.
8. Charter Party Notice Distribution List

GWR Board, Parliamentarian, Clubs of the GWR, Past Governors in the GWR, GWR Committee Coordinators, SIA Headquarters, SIA President, SIA President-elect, SIA Area 9 Board Member, SIA Governor's in North America, Venture Clubs in Region
9. When chartering a new club, the suggested club bylaws, available on the SIA website (rather than the bylaws of the sponsoring club) shall be the primary guide for the new club's bylaws. The GWR laws and resolutions committee shall be asked for assistance as needed. A newly chartered club must have its club bylaws mailed to the GWR laws and resolutions coordinator no later than six months after its charter date.

Low Membership Club Procedures

GWR funds for recruitment of members for clubs: Funds may be used to develop and implement plans to increase membership in a club. Clubs shall prepare this plan with the assistance of the GWR membership committee member and district director. The written plan must be submitted to the membership coordinator for approval of the use of funds. The plan shall include: goal for number of new members, target dates, outline of events planned and budget. Allocation of funds will be limited to not more than \$250 to any club during the biennium. If approved, the GWR treasurer shall issue a check of up to \$125 prior to the event with the balance to be paid after all receipts are received by the treasurer. A written report detailing the results shall be sent 30 days after the completion of the project to the appropriate district director with all receipts attached supporting the use of the monies received. The report and supporting documents shall be forwarded to the GWR treasurer.

Miscellaneous Procedures

PAST GOVERNOR TITLES

1. All past governors of Pacific Region shall retain the title of "REGAL" (Relinquish Every Gol-darn Authority Left), in the GWR.
2. All past governors of GWR shall be known by the title "DOÑA" (Devoted Often Needed Advisor).
3. All past governors of GWR who have also served as president of SIA shall be known by the title "DIVA" (Dedicated, Inspirational, Visionary, Angel).
4. All past governors of GWR who have also served as president of Soroptimist International shall be known by the title "DAME" (Dedicated Advisor & Mentor Extraordinaire).

PROTECTION OF REGION MAILING LIST

1. The *GWR Leadership Directory* shall be held in trust; use for commercial or solicitation purposes shall be denied to all. Requests from non-Soroptimists for a mailing list of clubs shall also be denied. The GWR board may grant exceptions.

Publications

The governor shall pre-approve all publications produced by GWR officers, district directors, and/or committee coordinators in their entirety before distribution in the region.

CURRENT REGION PUBLICATIONS

| Publication | Annual Review/Update | Responsible Party |
|----------------------------------|----------------------|-------------------------------|
| Bylaws & Procedures | June | Secretary |
| Procedures | June | Secretary |
| Club Management Guide | July | |
| Club Treasurer's Manual | July | Treasurer |
| Credentials & Elections Guide | March | |
| Grant of Friendship Guide | July | |
| Fall Meeting Manual | December | Governor & District Directors |
| History | July | Secretary |
| New Member Handbook | July | |
| President's Calendar & Checklist | July | Secretary |
| Spring Conference Manual | September | Governor & SC Committee |
| Strategic Plan-SIA | July | Governor |

Service Projects & Funding

1. The official service projects of the GWR shall be:
 - a. Live Your Dream Awards: Education and Training Grants for Women
 - b. Dream it, Be it
 - d. Soroptimist Saturday of Service (SOS)
2. The GWR board will determine the amount of the awards, taking into consideration the status of the service account at that time.
3. The service fund is to be funded by \$1.00 per member mandatory contribution each year, interest income from all interest bearing accounts, 60% of carryover from the previous biennium and income from service projects, if any.
4. Unless otherwise provided, a GWR service project may be adopted only by conference action.
5. The GWR board, with two-thirds vote, may increase the number of GWR service awards presented when additional service funds are available.

SIA & SI Convention Participation

GWR Representative to SI Convention

1. The governor of the GWR shall be the GWR delegate to the SI Convention; the governor-elect shall be the first alternate GWR delegate to the SI Convention; the immediate past governor shall be the second alternate to the SI Convention.
2. The GWR shall pay all reasonable expenses incurred by the GWR delegate to attend the SI Convention.

GWR Representative to SIA Convention

1. The GWR shall allocate funds to cover the expenses of one-half sleeping room, SIA official meals and transportation for the outgoing and incoming governors of the GWR attending a SIA convention, for each scheduled convention day. Further, GWR will allocate funds for the registration fee for the incoming governor, all allocated funds are subject to availability of funds in the budget.
2. The outgoing governor serves as the official GWR delegate at the SIA convention immediately following her term in office.

Funding of Attendance of Other GWR Officers at SIA Convention

1. The GWR may allocate each incoming officer/district director (other than governor and governor-elect) attending an SIA convention an amount up to \$150.00 per day for each scheduled convention day they attend as allocated in the annual budget. This reimbursement shall be in addition to the other convention related expenses that are to be reimbursed for the incoming and outgoing governors.

Spring Conference Policies

1. Spring conference shall begin with the Thursday night event and end with the Saturday night event.
2. The GWR Governor, Governor-elect and Spring Conference Committee shall select the location in which each conference will be held at least two (2) years and not more than five years prior to the conference.
3. No member of the GWR board will be named to act as coordinator, co-coordinator or assistant coordinator of a spring conference.
4. The GWR may maintain a blanket bond for protection against the loss of conference funds.
5. The governor shall appoint a region member to review the conference final financial report and records within 60 days of receipt.
6. The governor, governor-elect and spring conference chair (with assistance from Conference Direct) shall negotiate conference facility contracts. The governor signs on behalf of the GWR board.
7. See [Spring Conference Committee Manual](#) for information on committee structure and responsibilities.

Website Strategy & Management

WEBSITE COMMITTEE STRUCTURE

The website committee is made up of an administrator and selected members within the region with the interest and expertise to carry out the duties involved with managing the region website.

ROLES AND RESPONSIBILITIES

1. The GWR board provides strategic direction to and oversees the work of the website committee.
2. The website administrator manages day-to-day site operations and maintenance of www.goldenwestregion.org.
3. Website administrator duties include:
 - a) Research, write, review, edit, post, and archive content, consulting with GWR Board as needed;
 - b) Oversee technical development, compliance, and maintenance of the site;
 - c) Manage site metrics and analysis, including reports and presentations;
 - d) Establish standards and operating procedures for the site;
 - e) Respond to member/site user queries;
 - f) Raise awareness of www.goldenwestregion.org to expand user base;
 - g) Train selected committee members/content managers to create/edit content.

WEBSITE INFRASTRUCTURE

1. *Domain Name*—The domain name shall be maintained on a multi-year basis to save costs of renewing. It shall be maintained as www.goldenwestregion.org
2. *Hosting*—The GWR website shall be hosted by a commercial hosting company easily accessed on the Internet.
 - a. All documents concerning the domain name registration and the hosting company will be submitted to the region treasurer for review and archiving.
 - b. The GWR board shall approve any change in the registrar of the domain name or hosting company.
3. *Software*—The GWR website shall be created and maintained using an Open Content Management System software program that allows the region to publish, edit and modify content via the Internet.

4. The GWR website shall be maintained in a professional manner and will comply with the current rules and regulations of the Soroptimist International of the Americas website guidelines.

WEBSITE OBJECTIVES

The objectives (in priority order) of the Golden West Region website are to:

1. Serve as resource for GWR members to obtain the information and tools needed to successfully carry out the business of Soroptimist
2. Provide updated information on changes related to program, membership, public awareness and fundraising
3. Highlight the success stories of GWR clubs and members
4. Provide information on the Soroptimist organization to potential new members and supporters
5. Provide information about the Women's Opportunity Award Program to potential applicants, including access to application materials

WEBSITE POLICIES & PROCEDURES (to be developed)

1. Legal

- a) Privacy Requirements
 - how data is held and used
 - how users are monitored
 - accessibility of site
 - policy on passing email addresses to third parties

2. Strategic

- a) Site Objectives
 - How determined; who determines; periodic review
- b) Site Development Roadmap
 - Procedure for deciding when a site improvement idea should become a project
 - System for prioritizing projects and implementation

3. Managerial

- a) Design Standards
 - Site Design-limit design changes a content provider can make (content only/site automatically styles content)
 - Digital Style Guide – page layouts/templates/adaptation for different devices; fonts used; Soroptimist/GWR color palettes; logo usage
 - Use of Imagery – specific constraints on size and composition; guidelines on how images are saved, compressed, and added to the site; direction for ensuring imagery is accessible
- b) Content Standards
 - Who can add content
 - Training required for content providers

- Approval process for posting content/who reviews/who approves
- Criteria for how content is written (grammar, tone of voice)
- c) Content Removal
 - When is content removed (lack of traffic on page/age of page)
 - Take page down or remove from navigation
- d) Social Media Standards
 - What networks will the region participate in (just Facebook or ?)
 - Who can post on region page; what will be posted; how often to post
 - Policy on dealing with conflict; posting of inaccurate/untrue comments
- e) Website Monitoring
 - Develop and document regular program of monitoring and tweaking site (obtaining statistics on site visitors; surveys of users; usability testing)
- f) Website Improvement
 - Site Development Roadmap
 - Procedure for deciding when a site improvement idea should become a project
 - System for prioritizing projects and implementation