



SOROPTIMIST INTERNATIONAL GREAT BRITAIN AND IRELAND (SIGBI) LIMITED

CLUB ROLE SPECIFICATIONS

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

CONTENTS

PAGE CLUBS:

3-4	CLUB PRESIDENT
5	CLUB PRESIDENT ELECT
6	CLUB VICE PRESIDENT
7	CLUB IMMEDIATE PAST PRESIDENT
8	CLUB SECRETARY
9-10	CLUB TREASURER
11-12	CLUB COMMUNICATIONS OFFICER
13	CLUB ORGANISATIONAL DEVELOPMENT OFFICER
14	CLUB MEMBERSHIP OFFICER
15-16	CLUB PROGRAMME ACTION OFFICER (<i>country with National Association</i>)
17-18	CLUB PROGRAMME ACTION OFFICER (<i>country with no National Association</i>)
19-20	CLUB PROGRAMME ACTION OFFICER (<i>single Club in Country</i>)
21-22	CLUB PROGRAMME ACTION OFFICER (<i>within UK</i>)
23-24	CLUB WEBSITE ADMINISTRATOR
25-26	CLUB REPRESENTATIVE TO REGION/NATIONAL ASSOCIATION
27-28	CLUB MEMBER

JOB SHARING

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

The Practice of Job Sharing

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

Job Share Opportunities - Vacant Positions

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

Please note:

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

CLUB PRESIDENT

PURPOSE AND ROLE

To lead and co-ordinate the activities of the Club and carry out the duties of an Officer of the Club, working to promote the Vision and Mission of Soroptimist International.

KEY TASKS

1. Have knowledge of the policies and procedures of SIGBI and be aware of developments within the organisation.
2. Lead the Club Executive Committee (CEC), encouraging effective communication between the CEC and members to ensure the effective running of the Club.
3. Attend and participate in Club meetings and events.
4. Encourage members to participate in the work and life of SIGBI at Club and Region or National Association or Network and Federation levels.
5. Encourage members to participate in programme action at local, national and international levels.
6. Chair Club Meetings.
7. Encourage the recruitment and retention of members by ensuring meetings are effectively managed, focus on programme action and encompass fun and friendship.
8. Ensure that visitors to the Club are appropriately looked after.
9. Encourage members to attend SIGBI's General Meeting and Conference.
10. Act as an ex officio member of all Club Committees.
11. Ensure that the Club is appropriately represented at official events and that her activity is reported back to members.
12. Act as one of the signatories on Club cheques.

METHOD OF ELECTION

A candidate shall be in good standing.

The Club President Elect normally proceeds to the office of President without further election.

TERM OF OFFICE

One Club year (dependent upon the Club's agreed term of office).

She shall take office immediately after the Club Annual General Meeting.

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

REMOVAL FROM OFFICE

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

CLUB PRESIDENT

RIGHT OF APPEAL

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

A Club President shall have a further right of appeal to the Officers of her Region or National Association. Where a Club is not within a Region or National Association, her subsequent appeal shall be to the Federation Management Board, whose decision is final.

A Club President who is removed from office shall be precluded from taking further office within the Club.

FUNDING

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

CLUB PRESIDENT ELECT

PURPOSE AND ROLE

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

KEY TASKS

1. Have knowledge of the policies and procedures of SIGBI and be aware of developments within the organisation.
2. Support and assist the President.
3. Attend and participate in Club meetings and events.
4. Deputise for the President at both internal and external events, if required.
5. Liaise with the President and Vice President in planning the next Presidential year to achieve a smooth transition from one term to the next.
6. Work closely with other Club Officers to ensure the effective management of the Club.

METHOD OF ELECTION

A candidate shall be in good standing.

The Club Vice President normally proceeds to the office of President Elect without further election.

TERM OF OFFICE

One Club year (dependent upon the Club's agreed term of office).

She shall take office immediately after the Club Annual General Meeting.

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

REMOVAL FROM OFFICE

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

RIGHT OF APPEAL

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

A Club President Elect shall have a further right of appeal to the Officers of her Region or National Association. Where a Club is not within a Region or National Association, her subsequent appeal shall be to the Federation Management Board, whose decision is final.

A Club President Elect who is removed from office shall be precluded from taking further office within the Club.

FUNDING

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

CLUB VICE PRESIDENT

PURPOSE AND ROLE

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

KEY TASKS

1. Have knowledge of the policies and procedures of SIGBI and be aware of developments within the organisation.
2. Support and assist the President and President Elect.
3. Attend and participate in Club meetings and events.
4. Work closely with other Club Officers to ensure the smooth running of the Club.

METHOD OF ELECTION

A candidate shall be in good standing.

The Club Vice President normally proceeds to the office of President Elect without further election. If an election is required, this shall be by a vote of the members of the Club at the Annual General Meeting.

TERM OF OFFICE

One Club year (dependent upon the Club's agreed term of office).

She shall take office immediately after the Club Annual General Meeting.

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

REMOVAL FROM OFFICE

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

RIGHT OF APPEAL

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

A Club Vice President shall have a further right of appeal to the Officers of her Region or National Association. Where a Club is not within a Region or National Association, her subsequent appeal shall be to the Federation Management Board, whose decision is final.

A Club Vice President who is removed from office shall be precluded from taking further office within the Club.

FUNDING

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

CLUB IMMEDIATE PAST PRESIDENT

PURPOSE AND ROLE

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

KEY TASKS

1. Have knowledge of the policies and procedures of SIGBI and be aware of developments within the organisation.
2. Undertake such duties as the President may request.
3. Attend and participate in Club meetings and events.
4. Work with other Club Officers to ensure the smooth running of the Club.

METHOD OF ELECTION

The Club President becomes Immediate Past President on completion of her term of office as Club President without further election.

TERM OF OFFICE

One year (dependent upon the Club's agreed term of office).

She shall take office immediately after the Club Annual General Meeting.

REMOVAL FROM OFFICE

Where a Club Immediate Past President is not performing satisfactorily in her elected role, the Club has the power to remove her by calling an Extraordinary General Meeting at which a motion to remove the Club immediate Past President will be presented.

RIGHT OF APPEAL

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

A Club Immediate Past President shall have a further right of appeal to the Officers of her Region or National Association. Where a Club is not within a Region or National Association, her subsequent appeal shall be to the Federation Management Board, whose decision is final.

A Club Immediate Past President who is removed from office shall be precluded from taking further office within the Club.

FUNDING

Re-imbursment by the Club of expenses properly incurred at a level to be decided by the Club.

CLUB SECRETARY

PURPOSE AND ROLE

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

KEY TASKS

1. Receive, present to the Club or appropriate Officer and respond to all correspondence and communications.
2. Receive and disseminate Club mailings, working with the Club Executive Committee (CEC) to ensure Club Officers and members receive appropriate information.
3. Ensure that accurate records of membership are kept, including the timely preparation and submission of Annual Returns and any notification of any interim changes to SIGBI HQ.
4. Attend and participate in Club meetings and events.
5. Ensure that Club members are supplied with appropriate badges and Soroptimist literature.
6. Assist the President in preparing an Agenda for Club Meetings.
7. Ensure that proper records of meetings are kept.
8. Ensure that notices of formal Club Meetings are prepared and served with proper notice and provide any other connected paperwork, such as nomination forms or ballot papers.

METHOD OF ELECTION

A candidate shall be in good standing.

Election shall be by a vote of the members of the Club at the Annual General Meeting.

TERM OF OFFICE

Initially for three Club years, and eligible for re-election for a further three years, she shall not serve more than six consecutive years.

She shall take office immediately after the Club Annual General Meeting.

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

REMOVAL FROM OFFICE

Where a Club Secretary is not performing satisfactorily in her elected role, the Club has the power to remove her by calling an Extraordinary General Meeting at which a motion to remove the Club Secretary will be presented.

RIGHT OF APPEAL

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

A Club Secretary shall have a further right of appeal to the Officers of her Region or National Association. Where a Club is not within a Region or National Association, her subsequent appeal shall be to the Federation Management Board, whose decision is final.

A Club Secretary who is removed from office shall be precluded from taking further office within the Club.

FUNDING

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

CLUB TREASURER

PURPOSE AND ROLE

To administer and oversee the financial affairs of the Club and carry out the duties of an Officer, working to promote the Vision and Mission of Soroptimist International.

KEY TASKS

1. Keep proper accounts.
2. Open and operate bank accounts agreed by the CEC.
3. Attend and participate in Club meetings and events.
4. Draw up a statement of accounts and balance sheet for the Club financial year and arrange for it to be independently examined by a person with relevant expertise, who is not a member of that particular Club. The accounts shall be presented to the Club at its Annual General Meeting.
5. Collect membership subscriptions and submit capitation fees to SIGBI HQ by the date given.
6. Pay accounts and expenses.
7. Attend meetings of the CEC.
8. Report to Club meetings.
9. Act as one of the signatories on cheques.
10. Arrange for change of signatories mandate to be completed for new signing Officers each year.
11. Ensure that the Club receives appropriate advice on its financial affairs.
12. Arrange insurance of Club regalia and other assets.

METHOD OF ELECTION

A candidate shall be in good standing.

Election shall be by a vote of the members of the Club at the Annual General Meeting.

TERM OF OFFICE

Initially for three Club years and eligible for re-election for a further three years, she shall not serve more than six consecutive years.

She shall take office immediately after the Club Annual General Meeting.

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

REMOVAL FROM OFFICE

Where a Club Treasurer is not performing satisfactorily in her elected role, the Club has the power to remove her by calling an Extraordinary General Meeting at which a motion to remove the Club Treasurer will be presented.

RIGHT OF APPEAL

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

CLUB TREASURER

RIGHT OF APPEAL

A Club Treasurer shall have a further right of appeal to the Officers of her Region or National Association. Where a Club is not within a Region or National Association, her subsequent appeal shall be to the Federation Management Board, whose decision is final.

A Club Treasurer who is removed from office shall be precluded from taking further office within the Club.

FUNDING

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

CLUB COMMUNICATIONS OFFICER

PURPOSE AND ROLE

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

The main purpose of the Club Communications Officer is to use every opportunity to raise the profile of SI and ensure that SI is portrayed as a prestigious and dynamic professional women's organisation with an international impact and working to promote the Vision and Mission of Soroptimist International.

The Club may decide whether it adopts the post of Club Communications Officer and whether the post holder becomes an Officer and member of the Club Executive Committee (CEC).

KEY TASKS

1. Ensure that the Club has a SIGBI website, or a website that is approved by SIGBI for linking into the SIGBI website.
2. Liaise with the Club Website Administrator (if the Club has one) to ensure that the website is updated on a regular basis and maintained in accordance with SIGBI protocols.
3. Work closely with the Club President and Secretary to devise a method of collating/disseminating internal communications.
4. Keep up to date with all forms of media to enable the Club to benefit from any advancement in them.
5. Attend and participate in Club meetings and events.
6. Report to the Club on communication issues and promote communication and development activities and implement publicity and marketing strategies.
7. Write and distribute to appropriate outside agencies, regular, interesting and accurate informative press releases on Club activities and events.
8. Write interesting and informative articles, suitably illustrated for the Soroptimist News.
9. Arrange for photographs to be taken of all newsworthy events to be uploaded onto the Club's website, for use with Programme Focus Report forms and for club publicity.
10. Watch for new developments and issues and take the opportunity to contact the media with the Soroptimist view?

METHOD OF ELECTION/APPOINTMENT (this is for the Club to decide)

A candidate shall be in good standing.

Election/appointment shall be by a vote of the members of the Club at the Annual General Meeting.

TERM OF OFFICE

Initially for two Club years, and eligible for re-election/re-appointment for a further two years, she shall not serve more than four consecutive years.

She shall take office immediately after the Club Annual General Meeting.

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

CLUB COMMUNICATIONS OFFICER

REMOVAL FROM OFFICE

Where a Club Communications Officer is not performing satisfactorily in her elected/appointed role, the Club has the power to remove her by calling an Extraordinary General Meeting at which a motion to remove the Club Communications Officer will be presented.

RIGHT OF APPEAL

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

A Club Communications Officer shall have a further right of appeal to the Officers of her Region or National Association. Where a Club is not within a Region or National Association, her subsequent appeal shall be to the Federation Management Board, whose decision is final.

A Club Communications Officer who is removed from office shall be precluded from taking further office within the Club.

FUNDING

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

CLUB ORGANISATIONAL DEVELOPMENT OFFICER

PURPOSE AND ROLE

To develop the Club in response to identified needs, working to promote the Vision and Mission of Soroptimist International.

The Club may decide whether it adopts the post of Club Organisational Development Officer and whether the post holder becomes an Officer and member of the Club Executive Committee.

KEY TASKS

1. Encourage the Club to create a Development Plan which is regularly reviewed and appropriately linked to the Region or National Association and Federation Strategic and Business Plans
2. Work closely with the Regional Organisational Development Officer to ensure that the Club has a Development Plan which is regularly reviewed, in the light of members' feedback, and taking into consideration best practice, as advised by the Region/National Association/Network and Federation.
3. Ensure she is fully informed of the leadership and other development opportunities available for her members from Federation.
4. Attend and participate in Club meetings and events.
5. Develop a thorough knowledge of SIGBI structure policy and procedures.

METHOD OF ELECTION/APPOINTMENT (this is for the Club to decide)

A candidate shall be in good standing.

Election/appointment shall be by a vote of the members of the Club at the Annual General Meeting.

TERM OF OFFICE

Initially for two Club years, eligible for re-election/re-appointment for a further two years, she shall not serve more than four consecutive years.

She shall take office immediately after the Club Annual General Meeting.

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

REMOVAL FROM OFFICE

Where a Club Development Officer is not performing satisfactorily in her elected/appointed role, the Club has the power to remove her by calling an Extraordinary General Meeting at which a motion to remove the Club Development Officer will be presented.

RIGHT OF APPEAL

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

A Club Development Officer shall have a further right of appeal to the Officers of her Region or National Association. Where a Club is not within a Region or National Association, her subsequent appeal shall be to the Federation Management Board, whose decision is final.

RIGHT OF APPEAL

A Club Development Officer who is removed from office shall be precluded from taking further office within the Club.

FUNDING

Re-imbursment by the Club of expenses properly incurred at a level to be decided by the Club.

CLUB MEMBERSHIP OFFICER

PURPOSE AND ROLE

To advise the Club on all matters pertaining to membership and the recruitment and retention of members and working to promote the Vision and Mission of Soroptimist International.

KEY TASKS

1. Have knowledge of the policies and procedures of SIGBI in relation to membership.
2. Encourage all Club members to actively participate in the recruitment and retention of members.
3. Attend and participate in Club meetings and events.
4. Organise appropriate recruitment events and initiatives and mentoring of new members.
5. Maintain close contact with the Region/National Association Membership Officer and participate in any Region/National Association workshop or development events.
6. Attend and participate in the Club Executive Committee (CEC) meetings bringing membership issues to the CEC's attention.
7. Work closely with the other Club Officers to ensure the effective running of the Club.

METHOD OF ELECTION

A candidate shall be in good standing.

Election shall be by a vote of the members of the Club at the Club Annual General Meeting.

TERM OF OFFICE

Initially for two Club years, and eligible for re-election for a further two years, she shall serve no more than four consecutive years.

She shall take office immediately after the Club Annual General Meeting.

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

REMOVAL FROM OFFICE

Where a Club Membership Officer is not performing satisfactorily in her elected role, the Club has the power to remove her by calling an Extraordinary General Meeting at which a motion to remove the Club Membership Officer will be presented.

RIGHT OF APPEAL

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

A Club Membership Officer shall have a further right of appeal to the Officers of her Region or National Association. Where a Club is not within a Region or National Association, her subsequent appeal shall be to the Federation Management Board, whose decision is final.

A Club Membership Officer who is removed from office shall be precluded from taking further office within the Club.

FUNDING

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

CLUB PROGRAMME ACTION OFFICER (Club in a Country with a National Association)

PURPOSE AND ROLE

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

KEY TASKS

1. Be aware of the Soroptimist view on issues of importance by reference to “Where We Stand”, Global Voice, Programme Action Magazine (PAM) and Federation publications.
2. Chair the Club Programme Action Committee.
3. Attend and participate in Club meetings and events.
4. Generate ideas and encourage Programme Activities within the Club, bringing to bear the principles of Awareness Advocacy and Action on all activity.
5. Ensure that programme work is reported to SIGBI HQ by the submission of Programme Focus Report forms and for use in external publicity.
6. Represent the Club at National Association Programme Action Committee meetings.
7. Provide a channel of communication on Programme matters to the National Association Programme Action Committee.
8. Report to the Club Executive Committee all matters discussed at the National Association Programme Action Committee meetings and stimulate interest, research and action within the Club in relation to those matters.
9. Work closely with other Club Officers to ensure the effective running of the Club.

METHOD OF ELECTION

A candidate shall be in good standing.

Election shall be by a vote of the members of the Club at the Club Annual General Meeting

TERM OF OFFICE

Initially for two Club years, and eligible for re-election for a further two years, she shall serve no more than four consecutive years.

She shall take office immediately after the Club Annual General Meeting.

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

REMOVAL FROM OFFICE

Where a Club Programme Action Officer is not performing satisfactorily in her elected role, the Club has the power to remove her by calling an Extraordinary General Meeting at which a motion to remove the Club Programme Action Officer will be presented.

CLUB PROGRAMME ACTION OFFICER (Club in a Country with a National Association)

RIGHT OF APPEAL

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

A Club Programme Action Officer shall have a further right of appeal to the Officers of her Region or National Association. Where a Club is not within a Region or National Association, her subsequent appeal shall be to the Federation Management Board, whose decision is final.

A Club Programme Action Officer who is removed from office shall be precluded from taking further office within the Club.

FUNDING

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

CLUB PROGRAMME ACTION OFFICER (Several Clubs in a Country but without a National Association)

PURPOSE AND ROLE

To carry out the duties of an Officer of the Club, to represent the Club in a country with several clubs but which does not have a National Association structure and to ensure that the Club is kept fully informed of relevant Programme Action activities by focusing on the Programme Goals and Objectives and the Long Term Theme and working to promote the Vision and Mission of Soroptimist International.

KEY TASKS

1. Be aware of the Soroptimist view on issues of importance by reference to “Where We Stand”, Global Voice, Programme Action Magazine (PAM) and Federation publications.
2. Chair the Club Programme Action Committee.
3. Attend and participate in Club meetings and events.
4. Generate ideas and encourage Programme Activities within the Club, bringing to bear the principles of Awareness Advocacy and Action on all activity.
5. Ensure that programme work is reported to SIGBI HQ by the submission of Programme Focus Report forms and for use in external publicity.
6. Represent the Club at Country Programme Action Committee meetings (if such meetings are held) or communicate regularly with other Club Programme Action Officers in the country.
7. Provide a channel of communication on Programme matters to the Federation Programme Action Committee.
8. Report to the Club Executive Committee all matters discussed at the Federation Programme Action Committee meetings and stimulate interest, research and action within the Club in relation to those matters.
9. Work closely with other Club Officers to ensure the effective running of the Club.

METHOD OF ELECTION

A candidate shall be in good standing.

Election shall be by a vote of the members of the Club at the Club Annual General Meeting

TERM OF OFFICE

Initially for two Club years, and eligible for re-election for a further two years, she shall serve no more than four consecutive years.

She shall take office immediately after the Club Annual General Meeting.

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

REMOVAL FROM OFFICE

Where a Club Programme Action Officer is not performing satisfactorily in her elected role, the Club has the power to remove her by calling an Extraordinary General Meeting at which a motion to remove the Club Programme Action Officer will be presented.

CLUB PROGRAMME ACTION OFFICER (Several Clubs in a Country but without a National Association)

RIGHT OF APPEAL

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

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

A Club Programme Action Officer) who is removed from office shall be precluded from taking further office within the Club.

FUNDING

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

CLUB PROGRAMME ACTION OFFICER (Club is the only one in the Country)

PURPOSE AND ROLE

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

KEY TASKS

1. Be aware of the Soroptimist view on issues of importance by reference to “Where We Stand”, Global Voice, Programme Action Magazine (PAM) and Federation publications.
2. Chair the Club Programme Action Committee.
3. Attend and participate in Club meetings and events.
4. Generate ideas and encourage Programme Activities within the Club, bringing to bear the principles of Awareness Advocacy and Action on all activity.
5. Ensure that programme work is reported to SIGBI HQ by the submission of Programme Focus Report forms and for use in external publicity.
6. Represent the Club on the Federation Programme Action Committee.
7. Provide a channel of communication on Programme matters to the Federation Programme Action Committee.
8. Report to the Club Executive Committee all matters discussed at the Federation Programme Action Committee meetings and stimulate interest, research and action within the Club in relation to those matters.
9. Work closely with other Club Officers to ensure the effective running of the Club.

METHOD OF ELECTION

A candidate shall be in good standing.

Election shall be by a vote of the members of the Club at the Club Annual General Meeting

TERM OF OFFICE

Initially for two Club years, and eligible for re-election for a further two years, she shall serve no more than four consecutive years.

She shall take office immediately after the Club Annual General Meeting.

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

REMOVAL FROM OFFICE

Where a Club Programme Action Officer is not performing satisfactorily in her elected role, the Club has the power to remove her by calling an Extraordinary General Meeting at which a motion to remove the Club Programme Action Officer will be presented.

CLUB PROGRAMME ACTION OFFICER OF A CLUB (Club is the only one in the Country)

RIGHT OF APPEAL

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

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

A Club Programme Action Officer) who is removed from office shall be precluded from taking further office within the Club.

FUNDING

Re-imbusement by the Club of expenses properly incurred at a level to be decided by the Club. Travel and subsistence payments for attendance at the Federation Programme Action Committee Meeting will be paid in accordance with SIGBI's Expenses Policy.

CLUB PROGRAMME ACTION OFFICER

(Club within the UK, including Isle of Man, Jersey and Guernsey)

PURPOSE AND ROLE

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

KEY TASKS

1. Be aware of the Soroptimist view on issues of importance by reference to “Where We Stand”, Global Voice, Programme Action Magazine (PAM) and Federation publications.
2. Chair the Club Programme Action Committee.
3. Attend and participate in Club meetings and events.
4. Generate ideas and encourage Programme Activities within the Club, bringing to bear the principles of Awareness Advocacy and Action on all activity.
5. Ensure that programme work is reported to SIGBI HQ by the submission of Programme Focus Report forms and for use in external publicity.
6. Represent the Club at Region Programme Action Committee meetings.
7. Provide a channel of communication on Programme matters to the Region Programme Action Committee.
8. Report to the Club Executive Committee all matters discussed at the Region Programme Action Committee meetings and stimulate interest, research and action within the Club in relation to those matters.
9. Work closely with other Club Officers to ensure the effective running of the Club.

METHOD OF ELECTION

A candidate shall be in good standing.

Election shall be by a vote of the members of the Club at the Club Annual General Meeting

TERM OF OFFICE

Initially for two Club years, and eligible for re-election for a further two years, she shall serve no more than four consecutive years.

She shall take office immediately after the Club Annual General Meeting.

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

REMOVAL FROM OFFICE

Where a Club Programme Action Officer is not performing satisfactorily in her elected role, the Club has the power to remove her by calling an Extraordinary General Meeting at which a motion to remove the Club Programme Action Officer will be presented.

CLUB PROGRAMME ACTION OFFICER

(Club within the UK, including Isle of Man, Jersey and Guernsey)

RIGHT OF APPEAL

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

A Club Programme Action Officer shall have a further right of appeal to the Officers of her Region.

A Club Programme Action Officer who is removed from office shall be precluded from taking further office within the Club.

FUNDING

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

CLUB WEBSITE ADMINISTRATOR

PURPOSE AND ROLE

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

The Club may decide whether it adopts the post of Club Website Administrator.

KEY TASKS

1. Have an understanding and knowledge of website software packages and in particular the Word Press content management system would be an advantage, but is not essential.
2. Liaise with the Club Communications Officer (if the Club has one) to ensure that the website is updated on a regular basis and maintained in accordance with SIGBI protocols.
3. Update the website with a message from the Club President, to encompass her whole year in office.
4. Update the website regularly, monthly or quarterly at the least, especially at the start of the Club year.
5. Attend and participate in Club meetings and events.
6. Use the SIGBI corporate image at all times.
7. Ensure privacy of the information on the website, for example, no personal information, such as dates of birth, home addresses should be included.
8. Include the standard disclaimer on the website at all times.
9. Encourage members to provide material for the website and to view the website at regular intervals.
10. Ensure any links to other websites are in line with the objectives of SI and SIBGI, add value and have the appropriate permission, including a disclaimer.
11. Include a copyright statement.
12. Work closely with the Club Communication's Officer to promote programme work and raise the profile of the Club.

METHOD OF ELECTION

A candidate shall be in good standing.

Election shall be by a vote of the members of the Club at the Club Annual General Meeting

TERM OF OFFICE

Initially for two Club years, and eligible for re-election for a further two years, she shall serve no more than four consecutive years.

She shall take office immediately after the Club Annual General Meeting.

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

CLUB WEBSITE ADMINISTRATOR

REMOVAL FROM OFFICE

Where a Club Website Administrator is not performing satisfactorily in her elected role, the Club has the power to remove her by calling an Extraordinary General Meeting at which a motion to remove the Club Website Administrator will be presented.

RIGHT OF APPEAL

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

A Club Website Administrator shall have a further right of appeal to the Officers of her Region or National Association. Where a Club is not within a Region or National Association, her subsequent appeal shall be to the Federation Management Board, whose decision is final.

A Club Website Administrator who is removed from office shall be precluded from taking further office within the Club.

FUNDING

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

CLUB REPRESENTATIVE TO REGION/NATIONAL ASSOCIATION/NETWORK COUNCIL

PURPOSE AND ROLE

To represent the Club at meetings of the Region/National Association/Network and to ensure that the Club is kept fully informed of the activities of the Region/National Association/Network and working to promote the Vision and Mission of Soroptimist International.

KEY TASKS

1. Represent the Club at each meeting of the Region/National Association/Network Council.
2. When unable to attend, to ensure that the relevant papers are passed to the member appointed to attend in her place.
3. Attend and participate in Club meetings and events.
4. Vote at Council Meetings, when required to do so.
5. Ensure that the business of the Regional/National Association/Network is reported back to Club members and that action required by the Council is included on the Club's agenda.
6. Submit a report on the work of the Region/National Association/Network Council to the Club Annual General Meeting.
7. It is desirable that she attends the Federation General Meeting and Conference, preferably as a Voting Delegate.

METHOD OF ELECTION

A candidate shall be in good standing.

A Club may send two representatives to the Region/National Association/Network Council meeting, but each Club only has one vote.

Election shall be by a vote of the members of the Club at the Club Annual General Meeting

TERM OF OFFICE

Initially for two Club years, and eligible for re-election for a further two years, she shall serve no more than four consecutive years.

She takes office at the first meeting of the Region/National Association/Network Council after the start of Federation year.

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

REMOVAL FROM OFFICE

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

CLUB REPRESENTATIVE TO REGION/NATIONAL ASSOCIATION COUNCIL

RIGHT OF APPEAL

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

A Club Representative to Region, National Association or Network shall have a further right of appeal to the Officers of her Region or National Association or Network. Where a Club is not within a Region or National Association or Network, her subsequent appeal shall be to the Federation Management Board, whose decision is final.

A Club Representative to Region or National Association or Network Council who is removed from office shall be precluded from taking further office within the Club.

FUNDING

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

CLUB MEMBER

PURPOSE AND ROLE

To participate fully in the activities of the Club in working to promote the Vision and Mission of Soroptimist International.

KEY TASKS

1. Attend and participate in Club meetings and events.
2. Pay the annual membership fee in a timely manner.
3. Read Club Minutes, Soroptimist News and other relevant literature.
4. Participate in Programme Action activities of her Club.
5. Work with other Club members to ensure the smooth running of the Club.
6. Treat all members with courtesy and respect.
7. Be willing to represent the Club, if asked.
8. Undertake such duties as the President may request.
9. Attend Club and Region/National Association Annual General Meetings, whenever possible.
10. Attend Region/National Association/Network and Federation Conferences, whenever possible.
11. Have a working knowledge of the structure and policies of SIGBI.
12. Recruit prospective members and to actively welcome new members.
13. Promote Soroptimism when the opportunity arises.

RESIGNATION/TERMINATION OF MEMBERSHIP

A Club member may resign from the Club by giving the Secretary one month's notice in writing of her intention to resign. On expiration of that period of notice, the member shall cease to be a member.

Membership of a Club may be terminated:

- when the member has failed to pay her membership subscription by the end of the financial year in which it is due,
- when the member has failed to fulfil the attendance requirements of her Club, without extenuating circumstances,
- by expulsion after failure to uphold the Objects of Soroptimist International or engaging in conduct which adversely reflects on the Organisation.

CLUB MEMBER

RESIGNATION/TERMINATION OF MEMBERSHIP

With the exception of expulsion, the Club Executive Committee shall have the power to terminate membership. Expulsion will be at an Extraordinary General Meeting of the Club, at which a motion to expel the member shall be presented.

RIGHT OF APPEAL

A Club Member shall have the right of appeal to a further Extraordinary General Meeting. Her notice of termination is suspended pending the result of that appeal. On completion of the appeal, Club Members shall vote, by a paper ballot, on the motion that the termination of the Club Member's membership be confirmed.

A Club Member shall have a further right of appeal to the Officers of her Region/National Association. Where her Club is not within a Region or National Association, her subsequent appeal shall be to the Federation Management Board, whose decision is final.

An expelled Club Member shall return her pin immediately to the Club Secretary, together with any papers or property she holds on behalf of the Club. Expulsion from a Soroptimist Club precludes membership of any other Soroptimist Club.

FUNDING

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