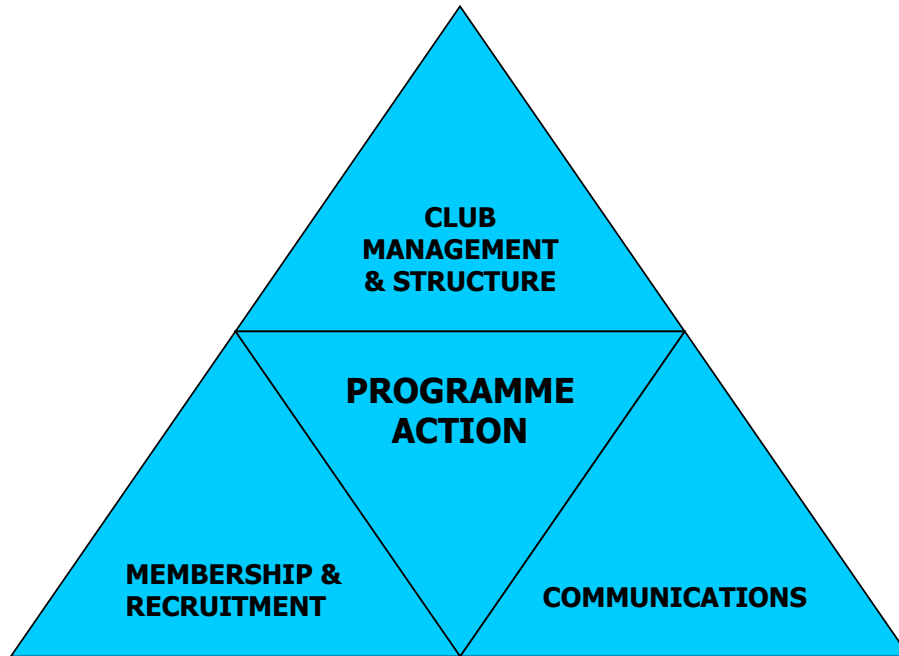


Flexible Options for Club Management



1. Programme Action

- i. The Club decides on the number of projects it can do in any year, taking into consideration the number of Members it has, and their desire to engage in varied programme work locally, nationally and internationally.
- ii. The Club's activities reflect the long term theme for Soroptimist International of "Educate to Lead".
- iii. The Club holds profile raising activities supported by SIGBI resources on special UN Days such as International Women's Day 8th March, SIGBI Day of Action 20th July, International Day of Peace 21st September and Human Rights Day 10th December.

2. Club Structure and Management

- i. The Club may operate without a Club Executive Committee.
- ii. The Club may operate with a minimum of three officers - Programme Action Officer, Secretary and Treasurer, and should consider job shadowing of these roles so that it is not adversely affected by illness, work priorities or family commitments.
- iv. Club Members are collectively responsible for all other activities and responsibilities.

- v. The Club appoints a Regional, National Association or Network Representative so that they can engage in the work of the Region, National Association or Network, and have the benefit of the support provided by Regions, National Associations and Networks.

3. Club Meetings

- i. The Club may decide how many meetings it wants to hold throughout the year, but it is recommended that Clubs meet regularly to ensure that Members are engaged and remain motivated about the Club.
- ii. Club Meetings focus mainly on Programme Action.
- iii. Club Business, such as membership or planning for Club events to be dealt with outside meetings wherever possible.
- iv. The Club holds an Annual General Meeting each year. This is the only formal meeting that a Club must hold each year – it is not necessary to hold regular formal business meetings.
- v. The Club keeps an accurate note of actions and decisions agreed at meetings, and notes attendance at any type of Club activity so that the Officers can ensure everyone is engaged in Club activities.
- vi. Club Members decide collectively on the content of the Club Programme.
- vii. The Club should review its performance annually, by holding a reflection event, to confirm that it is meeting the needs of members.

4. Club Mailings

- i. The Secretary receives the Club executive mailings and SIGBI news briefings and distributes them as appropriate.
- ii. All Club Members see Club Ballots and resolutions for SIGBI Ltd General Meeting. They should be discussed and a decision taken – it is possible that this could be done by email.

5. Club Finances

- i. The Club should discuss finance and payment of subscriptions and agree a policy on any items that affect the cost of Club membership.

6. Membership & Recruitment

- i. All Members of the Club work together to recruit and retain Members.
- ii. The Club follows up with Members who are not attending meetings to encourage them to re-engage in the activities of the Club.
- iii. Club Members are encouraged to attend Region, National Association or Network meetings and Federation Conference.

7. Communication

- i. The Club considers using a regular electronic newsletter to keep Members aware of what is happening in the Club as well as in the wider Soroptimist world.
- ii. The Club publicises its activities locally and has a website and/or a Facebook page.
- iii. The Club considers networking with other local organisations and/or other local Soroptimist Clubs to help publicise itself.