

FOUNDER REGION DISTRICT MEETING MANUAL



SOROPTIMIST®
Investing in Dreams

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Table of Contents

<i>Annual District Meeting</i>	<i>2</i>
<i>The District Director(s)</i>	<i>2</i>
<i>Host Club/ Registration Chair</i>	<i>4</i>
<i>Host Club / Venue</i>	<i>4</i>
<i>Region Board</i>	<i>4</i>
<i>Region Governor</i>	<i>5</i>
<i>Region Governor-elect.....</i>	<i>5</i>
<i>Region Secretary.....</i>	<i>5</i>
<i>Region Treasurer.....</i>	<i>5</i>
<i>Sales at District Meeting.....</i>	<i>6</i>
<i>Debriefing After District Meeting</i>	<i>6</i>
<i>APPENDIX A: Founder Region District Meeting Host Club Responsibilities</i>	<i>7</i>
<i>APPENDIX B: DISTRICT MEETING INFORMATION.....</i>	<i>8</i>
<i>APPENDIX C: CHECKLIST FOR VENUE</i>	<i>9</i>
<i>APPENDIX D: SAMPLE AGENDA.....</i>	<i>10</i>
<i>APPENDIX E: ATTENDANCE REPORT.....</i>	<i>11</i>
<i>APPENDIX F: MEET & GREET</i>	<i>12</i>
<i>APPENDIX G: SAMPLE SURVEY QUESTIONS.....</i>	<i>13</i>
<i>APPENDIX H: TIMELINE.....</i>	<i>14</i>
<i>APPENDIX I: ASSIGNMENTS FOR MEMBERS SPEAKING</i>	<i>15</i>

Annual District Meeting

Founder Region Bylaws: Section 6.2

Each year, in either September or October, the Region shall hold District Meetings.

Bylaws: Section 9.2 Dues and Fees

Fees: A Region fee of \$90.00 shall be charged each club annually. The fee shall be applied to the registration of the club delegates or their alternates.

1. **Purpose:** The meeting is an opportunity to educate members about International, Federation, Region, and District activities. The Governor and the Region board determine the program topic. Directors prepare a presentation for the District meeting.
2. **Host Club Selection:** Host Clubs shall be determined by alphabetical order of clubs in the District.

The District Director(s)

- a. Select a venue with the approval of the governor.
 - The site should be selected immediately following the current District Meeting, and in no event later than January. Venue is to send the contract to the Governor to sign and approve. The Director who booked the venue will follow up with the Venue on their requirements ([SIA insurance](#), etc).
 - Contact a caterer for lunch, or if the venue offers lunch, choose options. Must include a vegetarian option. Deadline- July 25.
 - Contact the Treasurer to pay the deposit to the venue when the Governor has signed the contract. Any catering advance fees will be paid out of the start up funds sent to the Registration Club.
- b. Directors will email the budget (cost of venue and cost of lunch, water, coffee, tea, estimated decorations) to the Region Board by July 25. Registration fee is \$30.00 per member (already prepaid by delegates). The food fee is separate.
- c. All Directors will meet to choose a topic and prepare a presentation outline for board approval at the August board meeting. Prepare a script, remember to include any acknowledgments. Script to be kept at podium during program.
- d. Directors are to decide which Host club will be the Registration Club and which club will be the Venue Club, based on their knowledge of the club, proximately to venue and other factors.
- e. The Registration Club will appoint a **Registration Chair**. President to give Director the chair's name and contact information to Director by July 25.

- f. Complete **Appendix C** as soon as the venue is secured and email to Region Governor.
- g. Complete **Appendix B** and email it to the Region Secretary by **July 30**.
- h. Work with host club(s)- Make sure the Host Clubs know their responsibilities. Schedule a Zoom meeting with Director(s) and Host Clubs in early July. Share **Appendix A** and this manual with Host Clubs.
 - Venue Club to appoint a member to give the **Pledge of Allegiance** and another member to lead the **Soroptimist Pledge**. Registration Club to appoint a member to give **Inspiration**. Both Club presidents, or their nominees, are to give a **Welcome**. This information is required on **Appendix B**.
- i. Have Host Clubs submit the welcome and inspiration to you by **Sept 15** for Governor's approval.
- j. Determine room set up and tables needed for sales tables and Fellowship Basket tables. Request that the podium faces the screen, if possible.
- k. Work with the Governor and Board to determine the agenda for the meeting. Each District Meeting will follow the same format and convey the same information to all members in the region.
- l. Bring Tent Cards for the head table. (Director who has the Venue Club)
- m. Verify food delivery and give final count as per caterer requirements.
- n. Arrive early on day of the District Meeting – 1 hour before start of registration.
- o. Test all AV upon arrival. Verify WIFI password and connection.
- p. Review all venue requirements for clean-up and instruct and supervise Venue Host Clubs in the cleaning process.
- q. Directors are encouraged to attend other district meetings. However, they must complete and turn in the registration form and pay fees. You will be reimbursed for fees, and ½ of the hotel room and mileage, from your individual budget. (travel expense to and from District V- offshore destinations is excluded.)
- r. The Treasurer will register the Directors for their own District Meetings.
- s. Print enough programs (digital copy provided by Region Secretary) in color, for the meeting. Send a receipt to Registration chair for reimbursement of printing costs.
- t. Let the Governor know if any new members will be inducted one week prior to district meeting. Notify Treasurer so payment of dues by new member can be verified.
- u. Keep in communication with Host Clubs and make sure they are following directions and understand their duties.
- v. If you are giving a thank you gift to the Host Club presidents, confer with other Directors so that the gifts are the same. Cost of gift can't be taken out of District Meeting Budget- Directors should submit a receipt for reimbursement from their individual budget to Region Treasurer.

Host Club/ Registration Chair

- a) Handle Finances through the club's administrative fund.
- b) Complete the financial report form provided by the Region Treasurer and submit it to the District Directors, within 30 days of the meeting for review. All receipts, source documents, and invoices for expenses must accompany the report. If income exceeds expenses, send a club check for the overage to the Region Treasurer. After approved by Directors the report is to be sent to Region Treasurer.
- c) Arrive 1 hour early to set up the check-in table. Provide sign-in sheets, pens, and blank name badges.

Host Club / Venue

- a) Appoint a chair.
- b) Arrive at the venue 1 hour early for set-up of decorations and to assist the board with any handouts. Appoint members to assist with handouts during the meeting.
- c) Supply tablecloths (if not provided by the venue, plastic is fine) and table decorations. Director will advise of size and number.
- d) Bring Coffee/tea and water. Submit receipts to the registration chair on the day of the meeting (or before) for reimbursement.
- e) Clean up at the end of the meeting following venue requirements.
- f) Decorations should be minimal and inexpensive, under \$100.00 in total.
 - a. The Venue club can pay for decorations and sell drawing tickets as a fundraiser for their club, keeping the proceeds. **OR**
 - b. Turn in receipts to the registration chair for reimbursement.
- g) If there is a social the evening before the District Meeting (usually in District III & IV, and District V), the Venue Host club shall appoint a Meet & Greet Chair. Provide beverages and appetizers. Receipts should be turned into the Meet and Greet chair. Registration for Meet and Greet is handled separately by the Meet and Greet chair, and not the Registration chair. The event is to be self-supporting. Prepare a flyer **Appendix F**

Region Board

- a) Set the meeting budget considering the following expenses:
 - i. Lodging for the Governor, District Director(s), and other participants as authorized by the district director and approved by the Governor.
 - ii. Program and certificates of appreciation printing, and postage.
 - iii. Rent for venue and any equipment (AV needs).
 - iv. Meals for the Governor, District Directors, and other participants as authorized by the Governor.

- v. Mileage for the Governor and District Directors to and from the District Meeting.

Region Governor

- a) Review and approve all venue and meal selections and fees in advance of the District meeting (need by August board meeting).
- b) Review and approve all presentations prepared for the District Meeting.
- c) Present the state of the region report and provide Federation updates.
- d) Prepare a written program (Agenda) with input from the Directors and Board.
Each meeting shall follow the same format, program, and agenda to convey the same information to all members in the region.
- e) Prepare an evaluation survey and send it to members via email/website/newsletter after the meeting.
- f) List names for Certificates of Appreciation for Host Clubs, “Power of 8 Award,” and any other certificates the Governor decides will be given at the District Meeting. Prepare the certificates or assign the task.

Region Governor-elect

- a) Present the PowerPoint from SIA for the District Meeting
- b) Other duties as assigned by the Governor.

Region Secretary

- a) Prepare Calls to the District Meeting together with the Governor and email Calls as per region’s bylaws and procedures.
- b) Send to the webmaster to post on the Region website.
- c) Circulate the current version of the Region Roster at the meeting for club presidents and members to review and mark for editing.
- d) Send a digital copy of the program to District Directors at least 2 weeks before meeting so they can get the programs printed for their own meetings.
- e) Present the Secretary’s Report at the meeting.

Region Treasurer

- a) Remit a check to the Registration Host Club for registration fee for the president and 2 delegates (or 3 delegates if the President will not attend) from each club for the district meeting as start-up funds. Treasurer will pay the venue fee directly, to be charged to the District Meeting once the Registration Chair’s financial report is submitted.
- b) Create and send an Excel version of the District Meeting Financial Report to the registration chair when start-up funds are sent.

- c) Register all Region Board members attending each District Meeting (for their own district meetings). Directors attending a District Meeting from other Districts shall register and pay their own fees- they send vouchers for reimbursement; however, this expense is not charged to the District Meeting.
- d) Prepare and present the Region Treasurer's Report at the District Meeting.
- e) Work with District Directors and Host Clubs on the District Meeting Financial reports.
- f) Determine which clubs will receive the "Power of 8" certificates and send information to the Governor and the Region Secretary. (Recognizes clubs that have retained at least 90% of their membership from the end of one fiscal year to the beginning of the next).

Sales at District Meeting

- a) Clubs are invited to sell items at the District Meeting. There will be a form for them to complete in the Call to District Meeting.
- b) The Governor must pre-approve all items.
- c) There will be sales times during registration, break time, and lunch.
- d) Only registered members may have items for sale.
- e) If a non-member wants to sell items they must complete Sales Form, register as a vendor , pay \$30.00 registration fee and pay lunch fee, if they want lunch.
- f) When there are space limitations, preference is given to clubs over outside vendors.

Debriefing After District Meeting

Region board members may have a debriefing immediately after the District Meeting for up to half an hour for discussion after the meeting.

APPENDIX A Founder Region District Meeting Host Club Responsibilities

- The District Directors will appoint one Host Club as the Registration Chair, and the other Host Club will be the Venue Chair.
- **Venue Host Club:** Appoint a Chair. Form a committee to facilitate set-up, take-down, and clean-up.
 - a. Coordinate with the District Director on theme and decorations (simple & inexpensive).
 - b. Provide signs to direct attendees and set up on day of District meeting. Arrive 1 hour prior to meeting for set up and signs.
 - c. Appoint members to assist with handouts at the meetings.
 - d. Appoint a Meet & Greet Chair- Districts III & IV and District V.
- **Registration Host Club:** Appoint a Registration chair and other members to help with registration on the day of the meeting.
 - a. Give the Director all information on the Registration Chair by **July 20** (name, mailing address, email, and phone).
 - b. Registration chair deposits start up funds into club account and issues payments from the club's administrative fund.
 - c. The Registration chair provides the District Director(s) and the Region Treasurer with a list of everyone attending one week before the district meeting. Include the member's name, club name, and indicate if they are a new member.
 - d. The Registration chair provides sign-in sheets and forms a committee for check-in the morning of the meeting (arrive one hour prior to the meeting).
 - e. The Registration chair prepares a financial report and submits it to the district director within 30 days after the meeting. Once the District Director approves the report, send copies to the governor and the Region Treasurer.
 - f. Registration chair will receive an Excel version of the District Meeting Financial report from Region Treasurer when start-up funds are sent.
 - g. The Registration chair must provide copies of source documents, supporting receipts, and invoices for expenses.
- During the Second Year of the biennium, the Registration host club shall coordinate with the club presidents a thank-you gift for the District Directors to be presented as a thank you for their service at the District Meeting.
- Directors will ask Host Clubs to appoint members to lead the **Pledge of Allegiance, Inspiration, Host Club Welcome (each President, or their designee, welcomes members)**, and a member to lead the **Soroptimist Pledge** at the end of the meeting. Names are due to the **District Director by August 30th**. Names will be included in the program, observe deadline-these names must be included in program. Make sure name spelling is correct and send to Region Secretary. **Appendix I.**

APPENDIX B

DISTRICT MEETING INFORMATION

Directors are to complete and email to the Region Secretary by July 30.

District(s)_____ Date of Meeting_____

District Director(s)_____

Host Club(s)_____

District Meeting Registration Chair_____

Checks payable to: SI/_____ (Registration club)

Address (Where registration forms and checks will be sent)

Street _____

City_____, State _____ Zip _____

Email_____ Phone_____

Registration Fee_____ Meal Cost_____

Location of meeting_____

Recommendations for traveling attendees:

Hotel name, Locations, Rate _____

Optional Costs: Meet and Greet_____

Name of Meet and Greet Chair _____

Location of Meet and Greet_____

Venue Club is to prepare and attach a PDF Flyer for the Meet and Greet. Include date, time, costs, and location. *Appendix I*

APPENDIX C CHECKLIST FOR VENUE

DIRECTOR TO COMPLETE UPON SECURING VENUE. Email to Governor

Seating capacity: (Must seat approximately 75 to 110 people, depending on the District)

Cost of Venue:

Lunch area can be a separate room or in the meeting room:

Types of tables, round or rectangular?

Seats per table:

Head table- does venue provide tablecloths and table skirts?

Is there a charge for tablecloths? YES NO

Are any other charges indicated in the contract- tax, service charge, tablecloth charge?

Note charges here:

AV: Does the venue have a projector? YES NO (If no projector venue will have to provide small table to be used for Region Projector). What is the cost of the projector?

Cordless mike? Cost?

Podium: YES NO. Screen: YES NO

Does venue have internet? WIFI Password_____

Other tables needed: Fellowship will need tables for baskets- 2 or 3.

Rectangle tables for sales- reserve. The number will depend on Sales Forms.

Need registration tables (2)

Does the venue have US Flag YES NO (if not Venue Host Club must provide)

Does the venue provide coffee? If not, the Director will need the Venue Host Club to have coffee/tea set up.

Approximate Time Guidelines:

- 7:30 am Host Clubs, Directors, and Board Members arrive for set up.
- 8:30 Registration Opens.
- 9:30 -12 noon Morning Session. (A break will be scheduled)
- 12 noon – 1:00 pm lunch. (approximate lunch time)
- 1:00 pm to 3:00 pm Afternoon Session.
- 2:30 to 3:00 Clean up by Venue Host Club

Name and contact information for venue coordinator:

8:30 to 9:00 Registration

9:00 Call to order- District Director

Directors introduce themselves

Introduce Member giving pledge: Stand for Pledge

Introduce Member giving Inspiration

Introduce Host Club President(s) and invite to the podium- they give Host Club Welcome

Directors then conduct Introductions in this order:

- Community dignitaries
- Past Governors, Federation officers
- Fellowship president/treasurer
- Fellowship director(s)
- Visiting directors from other districts
- Introduce the head table, ending with the Governor- have everyone stand as introduced and remain standing
 - Region Treasurer
 - Region Secretary
 - Governor-elect
 - Governor (Please rise and join me in welcoming our Founder Region Governor_____)

Roll Call of Clubs by District Director(s)- Introduce each club president and ask the club members to stand as each club is called.

Attendance Report (by Registration Chair)

Inductions, if any (Governor to conduct- must be preplanned)

Region Governor's report

Fellowship Report- Fellowship Pres. Or designee

Region Gov.- elect report (Programs)- from SIA supplied PowerPoint

Region chair reports- Membership and Fundraising- from SIA supplied PowerPoint.

Treasurer's Report- delivered by Region Treasurer

Secretary's Report- delivered by Region Secretary

Public Awareness Report- SIA supplied PowerPoint. Chair to present unless not in attendance.

Director's Program 45 minutes to 1 hour

Club Awards- Presented by the Governor-“Power of 8”, and any other awards the Governor has chosen, such as Big Goal Certificates

Director Comments: Thank you- Presentation of Host Club Certificates

Fellowship drawing (Club Drawings, if any)

Adjournment and Pledge

Sample Attendance Report to be read by the Registration Chair at the District Meeting.

Please complete after sign in- these are the actual numbers in attendance, not per registration.

Number of Clubs	
Number of Delegates	
Number of non-Delegates	
Number of Region Board Members	
Other Soroptimist Members	
Guests	

Other Soroptimist members would be members outside of Founder Region visiting the meeting, or perhaps a visitor from SIA.

Guests would be non-members, for example, a non-member vendor would be a guest.

Meet & Greet (See sample)

Host Club, or Director with the Venue Host Club is to prepare a PDF Flyer, email to the Region Secretary by July 25, with the following information:

Date

Time

Place

Cost

Where the check should be sent (this is separate from Registration). The Venue Host Club will appoint a person to handle Meet and Greet Registration and payments. This must be self-supporting. Region has no budget for Meet & Greet.

RSVP date

APPENDIX G SAMPLE SURVEY QUESTIONS

Sample Survey Questions – to be determined by Governor

1. Which meeting did you attend?
2. How many times have you attended District Meetings?
3. How would you rate the venue?
4. How would you rate the food?
5. Were the presentations informative?
6. What presentations did you find most interesting and why?
7. What did you find most valuable about the meeting?
8. What elements of the meeting could be improved?
9. Please share your thoughts for future meetings.
10. Any other comments?

To be shared via QR code on Founder Region website, newsletter, and Facebook page.

APPENDIX H

DIRECTOR'S TIMELINE

October- January	Reserve Venue- contract must be signed by Governor, and request payment from Region Treasurer- optimal is to arrange in Oct. unless changing venues. Decide on Meet and Greet Venue and reserve for D III/IV and D V.
April	Send insurance to venue.
By July 10	Contact Host Clubs and review all requirements- get information for Appendix B
July	Plan presentation with other directors- be prepared to present ideas to board at the August Board meeting.
Before July 15	Contact Caterer to get estimates and menu (costs needed for Appendix B)
By July 25	Appendix B due to Secretary via email prior to August Board Meeting.
August	Bring catering estimates and info to board meeting.
August	Use time at board meeting to continue planning presentation, set up Zoom planning timeline for presentation.
Before Sept 10	Set up Zoom to review program with the board Obtain names for members assigned Pledge of Allegiance, Inspiration, Host Club Welcome, Soroptimist Pledge (complete Appendix I by Sept. 10)
Sept/Oct	Continue contact with host clubs- check with registration chair Check with venue to confirm layout. Contact venue when registration is complete to confirm the number of sale tables needed. Advise Venue Host club for tablecloth counts, if necessary. Confirm with caterer again and give meal count- Registration Chair will pay for food- request check from Host Club. Send specific clean up instructions from venue to the Venue Host Club. Send inspiration to Governor for approval.
Oct	After the meeting: Check in with Registration chair to make sure they will have the financial report completed within 30 days of meeting. Report is to come to you and be approved and checked, prior to submission to Governor and Treasurer. Book Venue for next year, with Governor's approval.

APPENDIX I ASSIGNMENTS FOR MEMBERS SPEAKING

Member leading Pledge of Allegiance:

Name:

Club:

Name of Member delivering Inspiration:

Name:

Club:

Name of Member leading Soroptimist Pledge:

Name:

Club:

Name of Presidents (or designee) delivering Host Club Welcome (one from each club)

Name:

Club:

Name:

Club:

Director to Complete and email to Region Secretary by September 10. This information will be in the program, please double check spelling .

*Save the Date for a Meet & Greet the night
before the District Meeting!*

Date:

Time:

Location:

Cost:

Deadline for RSVP:

Mail check to:

Join the Region Board the night before the District Meeting for
fun, food, and friendship!



DISTRICT MEETING HOST CLUB

CERTIFICATE OF APPRECIATION

THIS CERTIFICATE IS PROUDLY PRESENTED TO



Your service as a Host Club for the Founder Region District
Meeting is greatly appreciated.

**Founder Region
Governor**

Gladys Barndollar

Doris Tilton



Adelaide Goddard

Grace Wetterhall

This “Power of Eight” award is presented to
Soroptimist International of

For Member Retention

POWER OF EIGHT

On behalf of the Founder Region Board, thank you for ensuring all members are engaged and satisfied. Your retention level demonstrates the proactive and ongoing efforts you have made to discover who your members are and understand their expectations.

Congratulations on your success in achieving a 90% or more retention for



SOROPTIMIST®
Investing in Dreams

Founder Region Governor

Founder Region Membership Chair

Lillian Blake

Mary Hughes Patterson

Mae Green Lineker

L. Blanche Roller