

Overview of the offices of President, Vice President/President Elect, and Secretaries

President -your duties shall be those as implied by the title. You shall preside at all meetings, carry out the policy of the club and represent to the community the spirit and character of Soroptimist. As important as the club bylaws are, and as meticulous as they are in setting forth your duties, they constitute only a partial list. Worthy of note are the leadership qualities that you will need as president—wisdom, patience and understanding. As the presiding officer, you must be fair, tactful and just, and—above all—you will be gentle and kind. Common sense and willingness will carry you far in the development of communication, understanding, participation and a Soroptimist viewpoint. This means you will be alert to changing needs in your community and knowledgeable about region, federation and international aims.

Vice – President/President Elect - You must be ever ready to step into the shoes of the president and carry forward in her absence, if necessary. One of your duties is program planning, which is very important since forward-looking, interesting programs will have a great bearing on the success of your club for this year. Your knowledge of region and federation projects will be most helpful in this respect. You will want to put forth your best efforts for the ideals and goals of Soroptimist.

Recording Secretary - Your duties are to be present at business and board meetings, and to keep a good and careful record of all proceedings. Because you will be keeping permanent records, you must be careful to record all matters required under the rules of good parliamentary procedure. You shall submit minutes of the business meetings and any recommendations from the Board of Directors. You shall maintain a record of membership.

Corresponding Secretary - Your duties shall be to send out notices and carry on correspondence that does not properly belong to other officers. You can be most helpful to the officers. By promptly handling correspondence, a corresponding secretary can greatly help the president, and do a great deal to build goodwill and understanding. Much of the club's image with its members, within the community, and Soroptimist—at-large, depends on you.