

Responsibilities of Club Delegates

The elected club delegates should have a working knowledge of Soroptimist laws, Region Bylaws, the objectives and ideals of the organization, and experience as a member of a club board or committee. An understanding of parliamentary procedure and a spirit of goodwill and understanding will help the delegate, the club, and the conference body.

The Club President, who serves as a delegate and the leader of the club delegation, should:

1. Allocate time at a business meeting to discuss proposed indices/resolutions and solicit club opinion or direction.
2. Arrange with the other delegates for assigning sections of the report on conference to be given to non-attending club members.
3. As soon as possible after conference, schedule time at a club meeting for delegates to present their reports.

Prior to Conference Delegates Should:

1. Study the Call which indicates the tentative agenda listing business to be transacted, forms, workshops, and social events.
2. Verify with Club President or Treasurer that Registration Forms and payment have been submitted for all attending members in a timely manner.
3. Check in at the Credentials Registration Table at conference to receive credentials materials.
4. Determine which delegate will attend which workshop, etc.
5. Bring Call to Conference, Region Bylaws, & Soroptimist pin.

During Conference Delegates Should:

1. Register promptly. Wear your name badge so others can identify you and your club.
2. Attend the Delegate's Briefing. (If scheduled.)
3. Be on time. Time schedules at conference are important. Don't leave early. Guests invited to address the conference body deserve consideration.
4. Attend all sessions and take notes for precise reporting back to club.
5. Vote with the club viewpoint in mind.

After Conference Delegates Should:

1. Prepare a report to club that may include action taken during the business meeting and the reason for each action.
2. Discuss awards – who won them and why? How can your club participate next year?
3. Present their personal evaluation of the conference and encourage increased club attendance at future meetings and conferences.