2019 Golden West Region Spring Conference

Club Delegate Responsibilities

The elected club delegates should have a working knowledge of Soroptimist Laws, GWR bylaws, the objectives and ideals of the organization, and experience as a member of club committees or of the board. An understanding of parliamentary procedure, the ability to work with others, and spirit of goodwill and understanding will help the delegate, the club and the Conference body.

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

- Allocate time at a business meeting to discuss topics in the agenda so that a majority opinion expressed by the club will serve as a guide to delegates.
- Arrange with the other delegates for assigning sections of the report on Conference to be given to the club.
- Schedule time at a post-Conference club meeting, as soon as possible after the Conference, for delegates to present their reports.

Responsibilities of Club Delegates:

- Study the Call, which indicates the tentative agenda listing business to be transacted, forms, workshops, and the social events.
- Verify with club president or treasurer that completed credentials have been returned to the Credentials & Elections Coordinator in accordance with Region requirements.
- Pick up the Credentials/Voting Card upon registration at Conference.
- Clarify the financial responsibilities. (Some clubs have a specific delegate fund divided among delegates, some pay all expenses, and some pay allowances to each delegate)
- Take to Conference: Region Bylaws, the CALL, and your Soroptimist pin.

During Conference, Each Delegate Should:

- Register Promptly.
- Wear your name badge so others may get to know you and the club you represent.
- Be on time. Time schedules for Conference are most important. Guests invited to address the Conference deserve consideration for operating on time.
- Attend all sessions: Personal business should be attended to before or after sessions or during a recess.
- Be prepared to jot down important business proceedings and background information to report to the club.
- Participate in discussion and debate: Remember that you are the liaison between the Region Conference and the club, so participate with friendliness, moderation, dignity and an open mind.
- Vote with the club viewpoint in mind. Instead of sending delegates instructed to vote a specific way, clubs would be prudent to provide the delegates with club viewpoint. The delegates could then be instructed to use their best judgment in accordance with Conference discussion, taking into consideration the welfare of all the clubs in the Region.
- Volunteer or be willing to accept a specific assignment from the Governor during the Conference period.
- Involvement promotes fellowship and enhances enthusiasm, which you can share with your club members.

After Conference, Each Delegate Should:

- Prepare a Report as instructed by the club President. (The following bullets for reporting may be helpful)
    - Actions by Conference approving proposed changes in laws, the budget, and other matters presented to the voting body, and the reason for each action.
    - Ideas for increasing club interest and support in attaining Soroptimist goals.
    - Suggestions for improving club administration.
    - Summaries of the workshops and committee presentations.
    - Summaries of addresses and speeches.
    - Summaries of proposals not approved by Conference, and the reason for disapproval.
    - Awards, who won them and why. Hints for helping your club win next year.
    - Your personal evaluation of the Conference.