

# INFORMATION FOR DELEGATES

*South Atlantic Region Spring Conference  
April 27 – 29, 2018  
Winchester, VA*

The elected delegates should have a working knowledge of Soroptimist Laws, Region Procedures, the objectives and ideals of the organization, and experience as a member of club committees or of the board. Understanding parliamentary procedure, ability to work with others, and a spirit of good will 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 clubs delegations, 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 other delegates for dividing topics of the report on Conference to be given to the club.
- ✓ Schedule time at a post-Conference club meeting, as soon as possible after Conference, for delegates to present their reports.

## **Responsibilities of Club Delegates**

### **Before Conference, each delegate should:**

- Study the Call
- Be sure all reservations are sent in promptly
- Clarify financial responsibilities, according to club procedures
- Collect materials, etc. to take to Conference, including Soroptimist pin

### **During Conference, each delegate should:**

- Register promptly
- Be on time to all sessions
- Attend all sessions
- Be prepared to write down important business proceedings and background information to report to the club
- Be familiar with and observe the Conference Standing Rules
- Participate in discussion and debate
- Vote with the club viewpoint in mind. If instructed by the club to vote a certain way, vote that way. If not instructed, use your best judgment, considering the best interests of your club and of the all clubs in the Region.
- Be willing to accept an assignment from the Governor if asked

### **After Conference, each delegate should:**

Prepare a report as instructed by the Club President. The following outline might be helpful:

- A. Action by Conference approving proposed changes in laws, the budget, or other matters presented to the voting body, and the reason for each action.
- B. Ideas for increasing club interest and support in attaining Soroptimist Goals.
- C. Summary of the workshops and committee presentations.
- D. The gist of speeches.
- E. A summary of proposals not approved by the Conference, and the reason for disapproval.
- F. Awards: who won them and why, hints for helping your club win next year.
- G. Your personal evaluation of the Conference.