



S O R O P T I M I S T®

Investing in Dreams

Northwestern Region

Area Meeting

Handbook

Table of Contents

Bylaws, Standing Rules, and Procedures

Northwestern Region concerning Area

Meetings 2

Area Meeting Worksheet 3

Suggested Timeline for Preparation 4

Sample Area Meeting Agenda 6

Presidents Report Worksheet 8

Proposed Area Meeting Dates

District 1 9

District 2 10

District 3 11

District 4 12

Notes 13



Bylaws, Standing Rules, and Procedures

Northwestern Region

PROCEDURES

SECTION H: AREA MEETINGS

1. Area meetings shall be the responsibility of clubs and shall be financially self-supporting. If there are leftover funds, the area representatives will determine its distribution.
2. Districts shall hold annual area meetings. Such meetings should be planned by each Area's group of club Area Representatives in coordination with the district director to address items of timely interest and region-wide concern, allow clubs to problem solve, and provide Soroptimist orientation. The dates for such meeting shall be coordinated by the district director. The district director's travel expenses to attend these meetings will be reimbursed by the region. The district director's registration and/or meeting meal expense shall be covered by the Area Meeting budget. Any anticipated lodging expenses are to be approved by the region governor in advance.

Area Meeting Worksheet

Area meetings are more informal gatherings and should be fun and informative. It is a great chance for clubs in a specific area to get together to share ideas, meet face to face and find out what is going on in the area.

The planning of the Area Meeting including the agenda, fundraising event and president updates should be a collaborative effort of the Area Reps, not just the host club.

Tasks to Consider

1. Review the contact information for your club's Area Rep and make changes if needed.
2. Notify the District Director and Secretary before January of your Club's Area Rep name, email and phone number. Email D#Director@soroptimistnwr.org and D#Secretary@soroptimistnwr.org (where # is your District Number).
3. Confirm or decide which club is hosting the Area Meeting
4. Discuss a method of communication and a timeline for planning that works for your area.
5. Review the sample agenda in this handbook.
6. Brainstorm what you would like to see on the agenda.
7. Discuss the roles and responsibilities for each Area Rep and create a plan for action.
8. Ask questions of your District Leadership Team!

Important Items to Note

1. Any fundraising at the Area Meetings should not benefit one club. If the Area chooses to do some type of fundraising (ie: raffle) that benefits a project it needs to be agreed upon by the Area Reps.
2. The Area Meeting budget should include covering the meal for the District Director. If the District Director is traveling to your area, accommodations are needed and often times are provided by a member of the host club in their home. If the Director needs to arrange for their own accommodations, please notify in advance so that the expense can be approved for reimbursement from the Region.

As you start the planning process, please do not hesitate to contact your District Leadership with questions and concerns. They are looking forward to very successful area meetings and are eager to meet all area clubs.

Suggested Timeline for Area Meeting Preparation

July-September

- ❖ Determine/appoint club member who will serve as your club's Area Meeting Rep
- ❖ Whether your Area Host Club is determined by alphabetical rotation or other means confirm who will be serving as the overall host club for the Area Meeting
 - **Note:** If it is your turn to host, please begin talking about this with your club members early in the club year. If it is your turn to serve as the host club and you won't be able to fulfill that responsibility, please let your area clubs and District Director know as early in the club year as possible so that other arrangements can be made. Please do not wait until the last minute.

October

- ❖ Be prepared to have your club's area representative attend an Area Meeting breakout meeting or workshop at your District Meeting. If your area rep does not attend the District Meeting the club president should appoint someone to attend and report back to the area rep and club president
- ❖ If your Area does not determine the host club by alphabetical order and/or have permanent set meeting dates, select your date, and host club at the District Meeting.
 - This ensures plenty of time to promote the date and prepare for the meeting.

November/December

- ❖ District Directors and District Secretaries should determine their roles in the planning of the Area Meetings (i.e., will the District Secretary be involved and to what degree).
- ❖ Send a blast email asking clubs, if they have not already, to send the name and contact information of the club's area representative
- ❖ Schedule date for Zoom meeting (in January or before for clubs that meet earlier in the year ie: D2) for the purpose of having all Area Meeting representatives meet to discuss and plan their area meetings.

December/January

- ❖ District Director or Secretary should create a contact list containing the name of each club in the District, Area Rep name, email address and phone number. Designate which club will be serving as host club.
- ❖ District Director and Secretary should hold a phone, Zoom, or other online platform meeting with all Area Reps (or Club Leadership where the Rep is unidentified) in their District to enable each Area to collaborate.
 - If the meeting is with all Areas in the District at one time, develop breakout rooms for the call in which each area can breakout individually and the area reps for that area can discuss/make preliminary plans for their Area Meeting,
 - Set date if permanent dates are not set.

- Assign each area club within the Area which planning duties they will be responsible for
- Discuss price (if charging to attend) theme, agenda, service project focus, menu (if providing lunch). Will it be in person, hybrid, or online (via Zoom).
- Determine how often each area's area reps will meet going forward to continue planning
- Prepare budget if needed
- When the breakout rooms come back to the main Zoom meeting, they should report the details and plans they have made so far.
- ❖ It is important to note that the planning of the Area Meetings should always be a **collaborative effort** between all clubs within each area. Although the host club will give direction and coordination, all planning decisions should be a **majority decision** and the host club should be cognitive of getting a consensus from all clubs within their area.

January

- ❖ District Directors should begin preparing their Director's Report/Presentation
- ❖ District Directors should receive the Governor's presentation and discuss with her any expectations she may have for the Area Meetings.
- ❖ District Director and/or Secretary should communicate all information regarding their area meetings to Region Board Members, other area clubs (in case they would like to attend)
- ❖ Check in with area host clubs to see how their planning efforts are going.
- ❖ Instruct each Area to begin publicity for all area meetings

February/March/April

- ❖ Area Meetings are held
- ❖ Each host club should create a pass down report
- ❖ District Directors should be prepared to report on the Area Meetings for the April Region Board Meeting.

Sample Area Meeting Agenda

The intent of this sample agenda is to provide the Area Meeting planning teams with a starting point. It does not imply that this is how the meeting needs to be organized. These are your meetings and the agenda should address the needs/wants of the Soroptimist members within the Area. The only non-negotiable portion of the agenda is the time allocated to the District Director.

9:00 AM Welcome from Host Club
 Welcome Message from Local Dignitary (if appropriate)
 Introduction of District Director

District Director Presentation and Activities (2 hours)

11:15 Break
11:30-12:30 Lunch

12:30 PM Reports from Club Presidents
 Service Presentation

Suggested additions/changes to the agenda could include:

- A keynote speaker during lunch that might be for any of the following: a service project the area is involved in, a special interest to the area, personal development, professional or leadership development, something fun, something historical and relevant to the location.
- A mini Marketplace where clubs could bring items to sell or raffle – encourage donations to support Dream Programs for the Area Clubs
- Each club contributes a raffle item and tickets are sold with proceeds to the service project of choice. This would need to be agreed upon by ALL clubs in the area and not just the host club.
- The above suggestion with the first \$1,000 collected (if you collect that much) going towards a Laurel Society membership of the raffle winner and the balance going to the service project.

- Split the President's reports in half so they are shared in the morning and in the afternoon.
- Participate in a hands-on service project.
- Shorten the time for lunch and add another Soroptimist presentation (e.g. Soroptimist Education, such as a hands-on demonstration of the tools available on Soroptimist.org or soroptimistnwr.org; information on Dream It Be It, etc.) Ask someone from the area to do the presentation.

President's Report

This form is to aid Club Presidents in writing their President's Report at your Area Meeting for Northwestern Region. Information about what your club is doing. This is to help you pull it all together and present at the meeting. Use it in whatever way works for you.

You will have approximately five minutes for your presentation. If you would like additional time, please discuss with your Area Meeting planning team.

Club Name, Your Name, Your Role in the Club:

- How many members do you have? New Members? Are you meeting in person? Virtual or hybrid? Time of day?
- Did you have a successful fundraiser this year? What was it? What made it successful?
- How has your club been helping members to develop leadership skills?
- Does your club participate in Soroptimist programs, Live your Dream and Dream It, Be It, Big Goal Accelerator Project (BGAP)?
- Does your club have a website? Do you have social media outlets?
- What successes has your Club celebrated? What challenges is your Club facing?
- What new ideas has your Club implemented to support the Soroptimist Mission?
- Is there anything else you'd like to tell us?

NOTE: Please note that if your club president is unable to attend, a substitute should be available and a report should be created in advance for the substitute.

Proposed Area Meeting Dates

District 1 **2025 Host Club

<u>Areas</u>	<u>Club in Areas</u>	<u>Date</u>
Olympic Peninsula Area	Gig Harbor Greater Bremerton Greater North Kitsap The Olympic Rain Forest ** Port Angeles Port Angeles- Jet Set Port Orchard Sequim	Last Saturday in February
Seattle/South Sound	Auburn Bellevue Metropolitan ** Centralia/Chehalis Federal Way Olympia Renton Seattle South Seattle Metropolitan	First Saturday in March
Skagit, Island, San Juan, Snohomish, and Coupeville, Everett Friday Harbor, Alaska (SISSA) pronounced "SIS A"	Anacortes Anchorage Burlington Coupeville Everett ** Friday Harbor La Conner Marysville Oak Harbor Sedro-Woolley South Whidbey	Third Saturday in March

These dates will be the permanent dates for each area and the host club for all areas will continue to rotate host duties by alphabetical order.

District 2

** 2025 Host Club

<u>Areas</u>	<u>Club in Areas</u>	<u>Date</u>
Surf & Turf	Eugene Florence Junction City **	1 st weekend February
JoJacs	Ashland Medford ** River Valley Rogue Valley Sunrise	2 nd weekend February
Southern Oregon Coast	Brookings Gold Beach **	3 rd weekend February
Heart of the Valley	Albany ** Chehalem Valley McMinnville	1 st Weekend March
Metroettes/Gorgettes	Clark County ** Gresham Hood River Lake Oswego -West Linn Mount Adams Portland SW Washington	2 nd weekend March
High Desert Basin	Bend Klamath Falls ** Lakeview	4 th <u>Wed</u> of February Virtual Event

(If High Desert Basin would like to meet in-person, 4th weekend in February is available)

Any questions can be directed to the District 2 Director

Note: During the 2023 Heart of the Valley Area Meeting, members asked that the meeting be moved to the 1st weekend in March, to avoid an annual event the 4th weekend in February that prevented Albany attendance.

District 3
****2025 Host Club**

<u>Areas</u>	<u>Club in Areas</u>	<u>Date</u>
Heartland	Coeur d'Alene Moses Lake Newport Okanogan Valley ** Spokane	2 nd Saturday in March
Columbia Trail Plateau	Goldendale Greater Hermiston Area Lower Yakima Valley ** Pasco-Kennewick Three Rivers	3 rd Saturday in March
Oregon Trail Area	Baker County La Grande ** Wallowa County	1 st Saturday in April

Sept 2024: changed order of listing to alphabetical order per the request of Treasurer Becky and concurrence of D3 Director Sue. Moved host indictor to the next club by alphabetical order.

District 4

District 4 has two areas, but they may meet in a single online meeting. They meet in early March, weather permitting or online.

Areas

Ladies of Montana West

Club in Areas

Whitefish

Missoula

Dillon

Hamilton

Ladies of Montana East

Helena

Choteau & Vicinity

Rotating Club:

Cascadia Online

Notes