Soroptimist International of Chico
President-Elect Year End Report 2019/2020

SI Chico Handbook Description of President Elect Responsibilities: 2019/2020 Report

1. Serve as the club's alternate Delegate to the Federation Convention when incoming President -Elect is not attending or serve as Delegate if the President is not attending.
    - This was not necessary because the convention was cancelled due to the Coronavirus.

2. Act as liaison to Fundraising and Communication Committees, along with being a member of the leadership team.
    - Served as liaison to both Fundraising and Communication Committees. Attended committee meetings and volunteered at our Club Fundraiser, Epicurean Rendezvous.

3. Authorized to sign checks
    - Singed Club checks when needed and signed check reimbursement forms as needed.

4. Be responsible for the Presidents Book, along with the Vice President.
    - Working on it

5. Coordinate the selection of the location and the cost of lunches along with signing the contract for her Presidential year with the approval of the Board and Membership.
    - Due to the Coronavirus we have had to do our weekly club meetings online via Zoom. Currently, the Elks Lodge is not open and we are not able to negotiate a new contract for next year until the Governor of California releases the population from the stay at home quarantine orders.

In Addition:

Attended the following:
- SI Chico Installation of 2019-2020 Board Officers
- Bidwell Rancho Installation of 2019-2020 Board Officers
- SI Chico Retreat
- SI Chico Summer BBQ
- Co-hosted and attended a joint SUDS with Bidwell Rancho Club.
- Weekly Club Meetings (I didn't miss any weekly club meetings)
    - Hosted the weekly Club Meetings online on Zoom when we weren't able to meet in person.
- Monthly Board Meetings (I didn't miss any monthly Board meetings)

    - Hosted the monthly Board Meetings online on Zoom when we weren't able to meet in person.
- Administration Committee Meetings
    - Drafted new procedures and policies for the SI Chico Postoffice Mailbox. The mailbox no longer has a combination lock. The post office remodeled and changed the mailbox locks to key locks. The mailbox has two keys, one key will go to the Club Corresponding Secretary and one key will go to the Club President Elect for the current club year. New policies and procedures had to be drafted to implement the changes.
- Camp Fire Ad-Hoc Committee Meetings
- Participated in Dress A Girl
- Walk to end Alzhimers - Volunteered with our SI Chico Club to work the Check-in Booth
- Meetings with the Events Committee Tri-Chairs
    - Planning the following:
        - Installation for the 2020/2021 new Board of Officers
        - 2020/2021 Summer BBQ
        - 2020/2021 Retreat
- Drive by Parade for our newly elected Sierra Nevada Region Governor Elect

<u>Other</u>

- *100 Year Legacy Project*
    - Started meeting and collaborating with the Vice President on the Soroptimist 100 Year Celebration. We started the process of gathering information from our Club members and members of our community to come up with a *100 Year Legacy Project*. Created a Survey on SurveyMonkey to collect ideas from our club members and created a spreadsheet to log all suggestions from club members, community members, and other nonprofits reaching out to us. We also did a media release to let other nonprofits in the community know about our *100 Year Legacy Project.*
    - Vice President and I met with North Valley Community Foundation
- Helped design and deliver Soroptimist Yard Signs to 80+ SI Chico Club members.
- Created the 2020/2021 SI Chico Committees and Committee Rosters.