

CLUB PRESIDENT

You will want to assume the most important office in your Optimist Club with enthusiasm and the desire to make your administrative year the best in Club history. You can, if you begin planning now.

- 1.** Study this section carefully; it provides the procedures for successful Club operation.
- 2.** Learn the rules under which your Club operates.
 - a) Review the Club Bylaws to see if they are up-to-date and consistent with Optimist International Bylaws. Section XIV provides the method of amendment. A copy of your Club's last-known Bylaws can be obtained from the International Office as well as copies of the Standard Club Bylaws and the Constitution and Bylaws of Optimist International.
 - b) Review Club policies to see if revisions should be made.
- 3.** Use an organization structure that will allow your Club to operate the most efficiently. See the sections entitled "Club Organization" and "Model Club Organization Chart."
- 4.** Ask each member of your Club to complete a *Member Interest Finder* to help you determine appointments for Committees and Club activities (available at www.optimist.org.)
- 5.** Observe the operation of other Optimist Clubs. Good ideas can be used and poor practices avoided.
- 6.** Meet with the outgoing Club President to receive important materials. The Past Club President will have valuable information and insights into Club operations.

MORE



- 7.** Make general plans for a year's calendar of events. The Optimist International pocket calendar should be used as a basis. Include International and District dates as well as plans for your Club.
- 8.** Conduct a meeting with outgoing Committee Chairs and new Committee Chairs. The Past Chair's files and records should be given to the new Chairs. Discuss Committee methods and the activities of each Committee.
- 9.** Review parliamentary procedure. You will need to know the basics well enough to conduct business easily. *Roberts' Rules of Order* is used except where Club bylaws set other procedures.
- 10.** Meet with the Club President-Elect, Vice Presidents and Secretary-Treasurer to be sure each understands their job, as well as Club organization and procedures.
- 11.** Have the Secretary-Treasurer order any materials needed for officers and Committee Chairs.
- 12.** Be prepared to have the Annual Club Planning Conference early in the year. Information on this conference can be found under the topic, "The Lieutenant Governor."

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Your Responsibilities

As your Club's chief executive officer you have the following responsibilities:

1. Preside at Club meetings.
2. Preside at meetings of the Board of Directors.
3. Serve as a member of your District's Board of Directors and represent your Club at each District and Zone meeting.
4. Be sure Club reports are:
 - a) Prepared by the Secretary-Treasurer
 - b) Presented at Board meetings (sending copies to the Lieutenant Governor, District Secretary-Treasurer, Governor and Optimist International should not be delayed)
 - c) Submitted on time
5. Appoint Standing Committees, Project Committees and certain individuals.

Office of the Club President-Elect

The Club President-Elect serves on the Board of Directors and presides over meetings and acts in the capacity of the President when the President is absent.

YOUR APPOINTMENTS

Although others may make suggestions, the ultimate responsibility for appointments is yours.

When making appointments, sell the importance of the responsibility and the contribution that can be made. Be frank in stating that some time will be required. Stress the rewards of accomplishment, and tell the appointee that you made your selection because of your belief in this person's ability to handle the activity successfully.

As much as possible, try to avoid duality in making appointments.

The Vice Presidents should not be Committee Chairs; they act as liaison between the Board and groups of Committees.

Neither you nor the Secretary-Treasurer should serve as a regular member of any Committee.

Board members should be Committee Chairs only in the smallest Club or if the right person cannot be found among the other members.

At the beginning of your year make the following appointments:

Individuals

- a) **Secretary-Treasurer** (must be approved by the Board)
- b) **Sergeant-at-Arms** (may serve as Fellowship Committee Chair)
- c) **Chaplain** (optional, need not be a clergyman)
- d) **Parliamentarian** (optional)
- e) **Club Foundation Representative**
- f) **Club Director of Personal Growth**
- g) **Club Services Coordinator**

Standing Committees

- a) Community Service
- b) Fellowship
- c) Finance
- d) Membership
- e) New Club Building
- f) Public Relations
- g) JOOI Youth Clubs

YOUR RELATIONSHIP TO.....

Club Members

Establishing a good relationship with Club members can be summed up in one sentence:

“Show sincere interest, give each member your complete attention and let all members know that you value them as individuals.”

Guests and Prospective Members

Special attention should be given to the treatment of guests and prospective members who visit Club activities. Ensure that guests are greeted properly, given a warm welcome and made to feel “at home” with the group. Be certain that guests are introduced during the meeting (see Club Meeting Agenda outline in the Club Meetings section). Most Clubs give complimentary meals to first-time guests and prospective members. During the week following a guest’s visit, the host should follow up with a note or a phone call and send a copy of the Club bulletin.

Make each guest’s visit to your Club a pleasant and memorable one.

Club Officers

Know the responsibilities of each of your fellow officers. They have their own responsibilities, but they function best as part of your team.

The District

As a member of your District’s Board of Directors, you can provide strength and leadership to the District as well as your Club. You should also establish a close working relationship with your Lieutenant Governor. Since the Lieutenant Governor’s primary responsibility is to provide aid and counsel to the Clubs in a particular Zone, you should not hesitate to ask for assistance or advice.

The Community

Much of the community’s attitude toward your Club will be determined by how well you represent the Club. Be sure the community knows your Club can be depended upon to serve.

Offer your cooperation to other charitable groups, civic and service organizations.

Treat members of these groups with respect and courtesy. Make commitments only if you will follow through. The Club must be known as an organization that keeps its word.

Your Materials

Publications and minutes are the tools of your office. Organize and keep the following:

1. *The Optimist* magazine
2. *Optimist Leadership Hotline* (this monthly publication from the International Office, sent via the Club email box, will furnish indispensable help with Club administration, leadership tips and organization news.)
3. District publications
4. Club publications
5. Club Committee reports
6. Board meeting minutes
7. Rosters with names, addresses and phone numbers:
 - a) Club members
 - b) Board members
 - c) Committee members
8. Club letterhead and envelopes
9. Your Club's Bylaws and Policies
10. *Roberts' Rules of Order*
11. Club Foundation Representative booklet.

Your Leadership Techniques

The pace you set will be the pace your Club acquires. Your fellow officers and Club members will follow you. Your own contagious enthusiasm will be a key to success. The following leadership techniques will aid in accomplishing your goals:

1. Be tactful; remember, you are working with busy people.
2. Follow up; members will appreciate your interest.
3. Start with easily accomplished projects; victory inspires greater efforts.
4. Help when needed, but do not take personal credit.
5. Be pleasant and friendly; smile, shake hands and show sincere interest.
6. Be prompt to all meetings; set the example.
7. Develop team leadership; one person cannot do all that must be done.
8. Reward good work; praise in public (criticize only when absolutely necessary and in private).
9. Give each person a job; people join to be involved.
10. Do your best; no one will ask for more.

Your First Club Meeting

The first Club meeting in October officially begins your year. In addition to the items on the regular agenda, include these points.

1. Make a brief report on the International and/or District Convention.
2. Announce changes, if any, in policies set by the Board of Directors.
3. Announce all appointments.
4. Announce goals and programs for the year.

Your First Board Meeting

In addition to regular business, include the following items at your first Board meeting:

1. Approve appointment of Secretary-Treasurer.
2. Authorize signatures for checking account(s).
3. Review duties and responsibilities of Club Directors.
4. Establish your objectives for the year.
5. Review previous year's final statement of receipts and disbursements.
6. Approve the budget for the coming year.
7. Review Club policies.
8. Consider referrals from previous Boards.

Regularly Scheduled Publications:

Leadership Hotline - Monthly issues to all Club Presidents and District leadership via email box.
Also available at www.optimist.org.

The Torch – Sent to District JOOI officers, Club sponsors, advisors and District JOOI Club Chairs. Also available at www.optimist.org.

The Optimist – 4 issues per year to all members.

Additional Mailings: (June) President-Elect Packet and Secretary-Treasurer Envelope; (April) Officer –Elect Report and Club Roster Adjustment Form (sent to Club Secretary).