

## **CLUB CLUB SERVICES / HONOR CLUB ATTAINMENT COORDINATOR**

**PURPOSE:** To help make the Club as strong as possible through proven, Optimist Club methods – specifically through working toward and the attainment of Honor Club status.

**PERSONNEL:** The Coordinator should have knowledge of the Honor, Distinguished and other Club Recognition programs. Past experience as an officer is helpful.

### **DUTIES/RESPONSIBILITIES:**

- Track Club's progress toward attaining Honor Club status.
- To assist the Club President in promoting attendance at District/Zone meetings.
- To coordinate/oversee new member induction's, orientation and involvement into the Club in a timely and memorable fashion.
- To assist in completing reports and application for qualifying awards.

**RESOURCES:** "Web-site" <http://www.optimist.org/> and click on Forms & Publications.

- Review the online directives for the International Programs Planning Guide
- Review the Club recognition Tracking Chart in the "Recognition Handbook."
- Review the on-line directives of the Optimist International [CPA Program](#).

**ACTION PLANS:** As Coordinator, urge Club leadership to develop an action plan for attainment of Honor Club status in addition to ongoing Club Services needs.

- a) What is going to be done?
- b) Who is going to do it?
- c) When is it going to be completed?