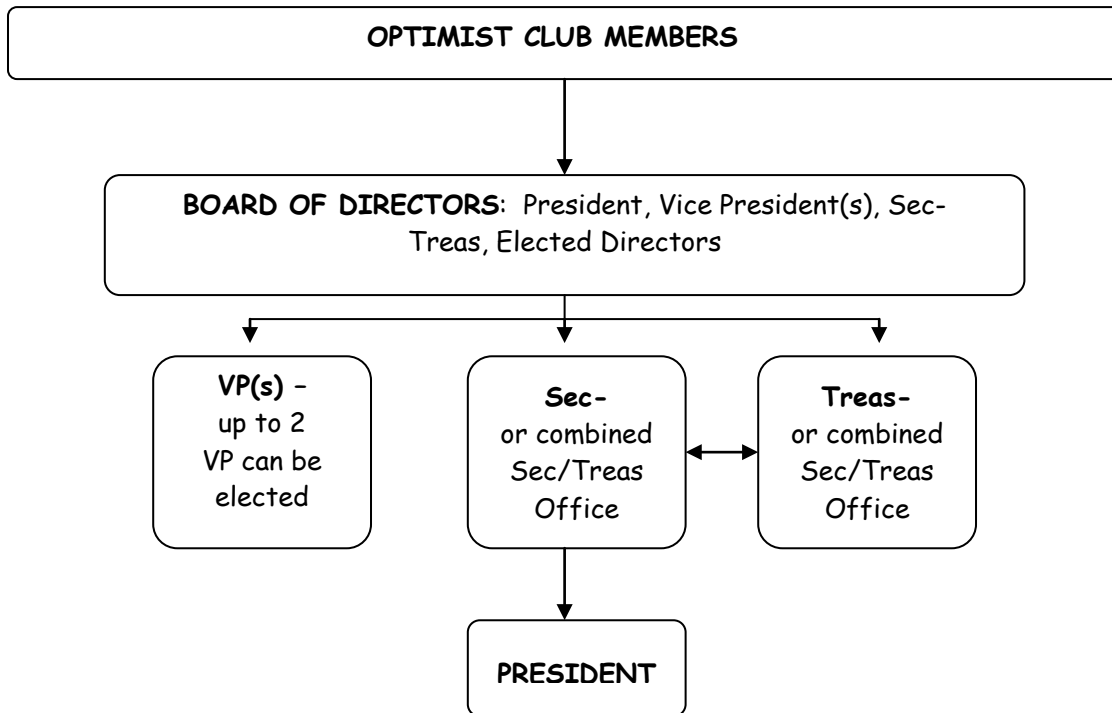


## CLUB ORGANIZATION

A clearly defined administrative organization is essential for efficiency and helps establish practical lines of authority and responsibility. The model organization chart is based upon the experience of thousands of Optimist Clubs. Most Clubs can use the chart as is. The President should complete it and distribute it to every Club member.



## DUTIES OF OFFICERS AND DIRECTORS

### BOARD OF DIRECTORS

(The Board of Directors shall consist of the President; the Vice President(s); the Secretary-Treasurer, plus the elected number Directors, each of whom shall have the right to vote.)

- Determines policies
- Makes long-term and short-term plans
- Elects and deletes members
- Supervises Club activities
- Activates Club Committees
- Provides for annual review of Club books
- Fills vacant offices between elections
- Determines causes for and initiates plans to correct excessive member loss and low attendance

### **PRESIDENT (elected)**

- Coordinates and encourages the implementation of Club programs and policies
- Presides at Club and Board meetings
- Represents the Club to the community and various levels of Optimist International
- Makes necessary appointments
- Serves on District Board of Directors
- Works with the Club Director of Personal Growth to encourage personal/professional member growth

### **VICE PRESIDENT(S) (elected)**

(Can have up to 2 elected Vice Presidents; not numbered, not Committee Chairs)

- Serve as liaison between the Board of Directors and a group of Committees
- Preside at Club and Board meetings in President's absence
- Serve on Board of Directors
- Perform duties ordinarily incumbent upon Vice Presidents
- Perform duties assigned by President

### **SECRETARY-TREASURER (elected)**

( Can be a combined Sec/Treas Office, or two separate Offices)

- Maintains minutes of Club and Board meetings
- Receives and disburses all Club funds
- Keeps financial records
- Handles Club correspondence
- Prepares and files Club reports
- Maintains membership, awards and attendance records

### **TOP 10 REASONS TO USE CLUB ORGANIZATION MODEL**

1. It can be adapted to a particular Club's needs without changing the basic concept.
2. It can be easily adapted to fit any Club size.
3. It provides an efficient chain of communication.
4. It provides sufficient back up to insure all Club functions.
5. It allows for the involvement of every Club member.
6. It is complete. All necessary Club activities are represented.
7. It releases the President for Board administrative functions.
8. It utilizes the talent and ability of all officers and Directors.
9. It provides opportunities for training future Club leaders.
10. It has been proven to be effective by thousands of Clubs over the years.

### **RECOMMENDATIONS ON ADAPTING THE MODEL TO FIT YOUR CLUB**

#### **SMALL CLUBS (approximately 30 or fewer members)**

- Each Vice President is liaison between a group of Committees and the Board.
- Each elected Director should be assigned to one Committee.
- In the small Club, the Past President and the six elected Directors may each be Chair of a Committee.
- If necessary, a Club member may serve on more than one Committee.

**MEDIUM SIZED CLUBS (approximately 30 to 75 members)**

- In a Club this size, the Director should not be a Committee Chair.
- Be sure every person has a Committee assignment before assigning a member to more than one standing Committee.

**LARGE CLUBS (approximately 75 or more members)**

- The same as for the medium Club except the functions of most Committees may be divided between two or more Committees.
- Example: Membership responsibilities may be split into a Recruitment Committee and an Education Committee.
- Clubs with a large number of Committees can improve the efficiency of the organization by assigning the elected Directors as liaison between two or three Committees and a Vice President.