



CLUB OFFICERS: A GUIDE TO PRESIDE IN STYLE

Congratulations on your election as a Club officer! You should be eager to begin a terrific year as a leader in your Club. By showing good judgement and possessing an enthusiastic, caring spirit, you can make a positive impact on your Club and community.

Being a Club officer is an exciting and prestigious position, but along with the title comes special responsibilities and duties. This section has been prepared to help you fulfill those responsibilities your Club has entrusted you to carry out. By familiarizing yourself with this section and keeping it with you, you will be able to effectively lead the Members of your Club.

“People look at you and me to see what they are supposed to be. And, if we don’t disappoint them, maybe, they won’t disappoint us.”

Walt Disney

LEADERSHIP: WHAT IT IS, HOW TO GET IT AND WHAT TO DO WITH IT

“Leadership is the ability to put the right people in the right jobs and then sit on the sidelines and be a rousing good cheerleader.”

Anonymous

The success of any organization depends upon the leadership and guidance given by elected officers. But, leadership means more than just sitting at the head of a table at meetings. It means motivating Members to accomplish Club goals, establishing open and honest communication, and sharing your enthusiasm and excitement with other Members. Lastly, leadership means accepting responsibility for the decisions you must make on behalf of the Club.

Sometimes it’s difficult to know exactly what leadership is and how to use it; but, there are certain universal qualities that identify good leaders. If you want to be a respected leader in your Club, develop and learn to use the following qualities:

- **Enthusiasm** - A “can-do” attitude can make an enormous difference!
- **Sensitivity** - Sensitivity to the concerns and feelings of others is essential to the success of any leader. You can’t succeed without the troops!
- **Decisiveness** - Make informed decisions, and try not to wait until the last minute to make them. Procrastination is a definite no-no.
- **Communication** - Use your gift of gab! Club officers need to communicate important information to their Clubs.
- **Listening** - This is the twin sister of communication. An effective leader knows that Club Members have great ideas, too. Listen to those ideas!
- **Delegation** - There’s enough work and glory to go around. Why not share both?

- **Innovation** - Free the artist in you! Be creative, welcome change and look for new, imaginative projects and activities.
- **Cooperation** - Just like delegation, cooperation can contribute to the well-being of a Club. Leaders often learn that cooperating with Members works much better than commanding them.
- **Integrity** - Stick to your code of values. Members will respect you for your honesty and dependability.
- **Sense of Humor** - If you can laugh, and not take yourself too seriously you will succeed!

THE OFFICIAL, SET-IN-STONE, THIS-IS-FOR-REAL DUTIES OF CLUB OFFICERS

THE PRESIDENT

Executive Responsibilities

- Presides at all Club meetings
- Suggests and organizes Club activities
- Represents the Club at Optimist or JOOI functions
- Attends the JOOI District conference which is held once a year
- Appoints and supervises committee Members
- Helps to publish a Club newsletter
- Votes in the case of a tie

THE SECRETARY/TREASURER

Executive Responsibilities

- Maintains all financial records
- Collects dues from Club Members
- Keeps the minutes of all Club meetings
- Distributes copies of the minutes to all Club Members
- Handles all Club correspondence

- Sends meeting reminders to all Club Members

While the President and Secretary/Treasurer are important positions, your Club may want to elect or appoint other officers who could share some of the responsibilities suggested. Some suggestions are:

- Vice President
- Public Relations Officer
- Club Historian
- Fundraising Chairperson
- Activities Chairperson

CLOSEUP ON CLUB COMMITTEES

“All, from the greatest to the humblest, must work together in harmony and devotion. We can make no advances with only solo work. Unless the soloists and the Members of the chorus are ready to work together in harmony, there can be no symphony.”

Jackson Wilcox

Committees!! Banish the thought! Why have committees when Club officers have been elected?! Aren’t they suppose to do all the work?! Actually, the answer is NO. Club officers are elected to preside at meetings, plan, and direct the Club along the path to success. While they must do their share of work, Club Members too must donate a little elbow grease to Club activities. That’s why committees are sometimes useful in organizing activities and programs that are time consuming and long-term.

On the other hand, a Club does not want to establish a committee if there is no specific goal or agenda for the committee to fulfill. How do you know your Club needs to establish a committee? Easy, just answer the following questions. If you answer “yes” to a majority of the questions, it’s probably wise to consider appointing a committee.

- Is there a special project/activity that requires the efforts of several Club Members?

- Is there a long-term project that will require extra special preparation and attention?
- Is there an issue before the Club that will take some research and debate?
- Are the officers overwhelmed with projects?
- Are some projects/activities receiving less attention than they deserve by the Club?
- Does the Club want to divide, as much as possible, responsibilities among all Club Members?

You may now realize that your Club needs a committee. Only one problem remains, how to form the committee? An officer can take two approaches to that problem. First, the President can appoint Members to serve on the committee. The President should also appoint a Chair to preside at all committee meetings.

The second approach is to ask for volunteers to serve on the committee. In either case, officers should make sure that all Members who serve on the committee are sincerely interested in doing so and will perform the required amount of work. If you have committee Members who are dedicated to the goals of the committee, your committee should be an asset to the overall success of your Club!

THE MAKING OF THE MINUTES

“Getting something done is an accomplishment; getting something done right is an achievement.”

Anonymous

Probably one of the most important duties of the Secretary/Treasurer is writing the minutes of each meeting. Because minutes are more than just notes for members who missed the meeting. They are reminders of previously discussed business, a chronicle of important Club decisions and eventually, a written history of the Club.

That is why it is so important the minutes be taken with care and accuracy. “But,” many Secretary/Treasurers will ask, “how do you know what should be written in the minutes and what shouldn’t?” The most obvious answer is to record any action, vote or decision the Club takes. Beyond that, here are a few suggestions that will help you keep excellent minutes:

- Date of the meeting
- Time meeting was officially called to order
- Presiding officer
- Who delivered the invocation
- Who let the Pledge of Allegiance or Toast to the Countries
- Members, non-members and guests who are in attendance
- Minutes were approved with/ without corrections or additions
- Treasurer’s report was read and approved
- Announcements and Committee reports
- Old Business (what was discussed, what action was taken)
- New Business (which new items were discussed, what action was taken)
- Any other activities or discussions
- Time of adjournment

WHAT ARE ALL THESE FORMS FOR? AAAH!

“The secret of success is to do the common things uncommonly well.”

John D. Rockefeller Jr.

Did we forget to mention that one of the duties of officers is paperwork? Well, don’t resign yet. Filling out forms and meeting deadlines will be as easy as pie if you abide by the following guide. Remember all forms must be submitted to the JOOI Clubs Department at: Optimist International,

4494 Lindell Blvd., St. Louis, MO 63108
or Fax (314) 371-6006.

Forms Made Easy

- **Officer Information Sheet/Election Report**
Due by June 15 for Distinguished Club Award or immediately after the election of new officers for the following year (remember to include the names and address of the Chair and adviser).
- **Membership Roster**
Complete and send in by October 1.
- **New Club Follow-Up Form (for new Clubs only)**
Forms must be received no later than November 30 of the year the Club was chartered.
- **Awards Applications**
Consult the JOOI Awards chapter for deadlines.
- **New Chairperson or Adviser Name and Address**
Although there is no form for this information, you are asked to report any changes in the Chair or adviser position to the JOOI Clubs Department. This will help the department provide your Club, Chair and adviser with accurate and timely information.

Not very difficult is it? Keep in mind that you are the direct communications link between your Club and all JOOI Members--so even though filling out forms is a breeze, it’s very important!

CLUB CALENDAR

One way to help your Club be successful is to plan in advance. As Club Officers, you may want to develop a Club calendar for the year. Include planning for projects and events as well as when they will happen. Important deadlines and Club Members Birthdays should also be a part of the Calendar. We have included what a sample Club Calendar might look like.

Sample JOOI Clubs Calendar

October

- Annual JOOI Clubs billing-membership and registration invoices are sent to the sponsoring Optimist Club Secretary/Treasurer
- JOOI Club rosters should be submitted to the JOOI Clubs Department by October 15
- Club rosters, t-shirts, convention flyer and other related material are sent to JOOI International and District officers as well as OI Governors
- Plan community service project for Thanksgiving
- Recruit 3 New JOOI Club Members
- JOOI Childhood Cancer Campaign Recognition Reports due October 15

November

- "The Torch" is received
- Plan service project for Christmas
- Plan a holiday party for Club members
- Do November service project
- Make sure Club fees and membership dues are paid to Optimist International

December

- Annual JOOI Clubs billing payments are due
- Plan a Club fundraising project
- Do December Service Project
- Have Holiday Party of members
- Recruit 3 New JOOI Club Members

January

- First notice for unpaid membership and registration fees are sent to the Sponsoring Optimist Club's Secretary/Treasurer, JOOI Club Chair, and District JOOI Club Chair

- Outstanding JOOI Governor/Governor of Excellence Scholarship Competition application due January 30
- District begin preparation for JOOI District conferences
- Begin making plans for Club Members to attend JOOI District Conference
- Optimist and JOOI Clubs and Districts begin organizing delegations to the JOOI International Convention
- Plan a Joint Project with Sponsoring Club

February

- Hold Fundraising Project
- Do a Valentine's Day Project
- Recruit a New JOOI Club Member
- Begin preparations for New Club Officer Elections
- Attend District JOOI Convention

March

- Second notice for unpaid membership and registration fees are sent to the Sponsoring Optimist Club Secretary/Treasurer, JOOI Club Chair, and District JOOI Club Chair
- JOOI Board of Directors application, JOOI Officer Commitment Form and Biographical Release form are mailed to all JOOI District Officers
- Do Joint Project with Sponsoring Club

April

- JOOI President's Citation Award application due April 1
- Second JOOI Convention promotional flyer
- JOOI Clubs should hold elections of new officers by April 15
- Recruit New JOOI Club Member
- Finalize plans to attend International JOOI Convention
- Plan Fundraising Project

May

- JOOI Club election reports must be submitted to the District JOOI Club Chair and JOOI Clubs Department by May 30
- All amendments to the Policy for Governance of JOOI will be posted
- Send in Early-Bird Convention Registration to JOOI Club Department
- Make Housing Reservations for International JOOI Convention.

June

- JOOI Board of Directors application and Biographical Release form due June 1
- Member of Excellence Award application due June 1
- Ruby Blair JOOI Member of the Year Award application due June 15
- Adviser of Excellence Award application due June 15
- Third notice for unpaid membership and registration fees are sent to the Sponsoring Optimist Club Secretary/Treasurer, JOOI Club Chair, and District JOOI Club Chair
- Recruit New JOOI Club Member
- Do Fundraising Project

July

- Annual International JOOI Convention
- Final JOOI Club revocations for unpaid invoices

August

- JOOI District Conferences must be held by August 15
- Recruit New JOOI Club Member

September

- JOOI District Conference Reports due September 1
- Club Bulletin Recognition Award application due September 30
- Honor Club/Distinguished Honor Club Award application due September 30

- Distinguished JOOI Governor Award application due September 30
- District Chairman's Excellence Award application due September 30

HOW TO GET THE MOST OUT OF MEETINGS

"It takes two to speak the truth - one to speak and another to hear."

Henry David Thoreau

Club meetings are the backbone of any Club. Good Club meetings can mean the difference between achieving your Club's goals or failing to reach those goals. As an officer, you will play a vital role at Club meetings. Whether you are the President and must preside at meetings or you are the Secretary/Treasurer and must take minutes, the success and productivity of Club meetings will depend on you. So, here are a few tips to help you make the most of your meetings:

1. **The purpose is to share ideas.**
 - Make clear statements of your own thinking.
 - Listen to what others say. This does not mean that you indiscriminately accept everything that someone says, but do listen to what others have to say, so that you can respond appropriately
2. **Keep the discussion moving.**
 - Keep the clock in mind. It is important to stay on the subject so that you end the meeting with concrete ideas and suggestions as to what to do next.

3. **Ask for input from everyone.**
 - Participate, talk and listen.
 - Every Member represents a different point of view. The one person who doesn't participate may have the best idea, but no one will ever know if this person is left out.
4. **Work on a cooperative rather than competitive basis.**
 - Working together fosters a team spirit and makes everyone feel like they have contributed.
5. **Remember that this is a time for sharing concerns and ideas.**
 - Make a list of the concerns and ideas of Members. Try to focus your sharing of concerns so that you identify a) what the problem is, and b) how you would like to handle it.
 - Make a list of ideas. Share those ideas with people who can help get your message across. Decide how to implement those ideas and then take action.

AGENDA FOR ALL MEETINGS

"In all things, success depends upon previous preparation, and without such preparation, there is sure to be failure."

Confucius

- 1 **Call to order** – Meeting called to order by the President or Presiding Officer
- 2 **Invocation**
- 3 **Pledge of Allegiance or Toast to the Countries** – led by different Members at each meeting.
- 4 **Roll Call** – Made by the Secretary with each Member responding verbally

- 5 **Reading of Minutes** – Secretary reads the minutes of the previous meeting
- 6 **Approval of Minutes** – Corrections or additions may be made by members and then approval must be voted on.
- 7 **Treasurer's Report** – Treasurer informs members of any revenues or expenses and announces the Club's treasury balance
- 8 **Announcements & Reports** – Committee reports, etc...
- 9 **Old Business** – Members may discuss issues or items which were discussed at previous meetings
- 10 **New Business** – Members may discuss new issues, items or activities which have not been discussed at previous meetings
- 11 **Comments** – Comments by President, reminders, etc...
- 12 **Adjournment**

WHERE TO GET HELP

Don't let all of these duties and responsibilities scare you! There are plenty of people who are more than willing to help you. If you have any questions, you can contact:

- Sponsoring Optimist Club
- District JOOI Clubs Chairperson
- JOOI Clubs Committee Members
- JOOI Board of Directors
- JOOI Clubs Staff

For the names, addresses and phone numbers for any of these sources, please contact the JOOI Clubs Department at (800) 500-8130, ext. 261, or write to: Optimist International, JOOI Clubs Department, 4494 Lindell Blvd., St. Louis, MO 63108; e-mail youthClubs@optimist.org, or Fax (314) 371-6006.