



NOW YOU'RE A JOOI DISTRICT/INTERNATIONAL OFFICER!

The JOOI District Structure

You can be a Governor – how cool is that?

Optimist Clubs comprise 53 Districts. Some Districts consist of whole states or provinces. For instance, Nebraska is one District. Other Districts are parts of states or groups of states. Each Optimist District is given a name and a number. Which District do you belong to? (Hint: See map of Districts on page 35.)

JOOI Districts elect youth officers, including Governors, Secretary/Treasurers and Lieutenant Governors. District Governors may then appoint chairs to share the responsibilities of keeping all Clubs and all Members informed and inspired. Do you know who your District JOOI Clubs chair is? Adult Optimists act as JOOI Club chairs and dedicate themselves to helping JOOI Clubs succeed and grow. JOOI Club chairs provide excellent resources for information about JOOI and Optimist International.

Check to see if your District has a JOOI Governor. If so, give him or her a call. The Governor should be happy to talk with you. If there's no Governor, you can organize a District conference and elect one – maybe you should nominate yourself! JOOI District Governors vie for scholarships and other awards, and receive discounts to attend the annual JOOI Convention. Call the Optimist International JOOI Clubs Department for more information about building Districts.

We have listed important information regarding the responsibilities of JOOI District officers and hosting a JOOI District conference (whether it is your District's first or 15th).

JOB DESCRIPTIONS

I. The Governor's Job (Mansion Not Included)

Executive Responsibilities

- Presides at all JOOI District Board meetings and District convention
- Represents JOOI at all Optimist District functions
- Works with District JOOI Clubs Chair to run the District
- Plans the annual District convention and all other meetings with Chair
- Encourages Clubs to conduct service projects and promotes joint Club activities
- Supports, invites and encourages all District officers to participate in activities

Communications

- Publishes District newsletter
- Communicates information from JOOI Clubs Department to District Clubs
- Reminds all Clubs to send in necessary rosters, election reports and all other forms to the JOOI Clubs Department
- Notifies District Clubs about meetings and JOOI convention dates
- Maintains communication with Optimist District officers about the JOOI District

Promoting JOOI and the International JOOI Convention

- Promotes JOOI at Optimist District meetings and visits with District JOOI Clubs
- Attends the International JOOI Convention
- Assists in fundraising to send District officers and JOOI Members to the International JOOI Convention
- Promotes the International JOOI Convention within the District

II. The Secretary/Treasurer's Job

Executive Responsibilities

- Stands in for JOOI Governor as requested
- Keeps and maintains all records of the District
- Maintains all financial records
- Attends all District meetings
- Helps plan District meetings and convention
- Performs activities as requested by the JOOI Governor and District JOOI Clubs chair

Communications

- Attends and takes minutes at all District meetings
- Handles all District correspondence
- Assists Governor with the District newsletter
- Works with the Optimist District Secretary/Treasurer when necessary

Promoting JOOI and the International JOOI Convention

- Attends the International JOOI Convention
- Assists Governor with promotion of International JOOI Convention within the District

III. Lieutenant Governors

Some Districts choose to elect Lieutenant Governors to represent zones in the District. This is common if a District is particularly large or active. In these Districts, Lieutenant Governors lend a helping hand by representing the JOOI Governor in their zone.

Executive Responsibilities

- Represents a District zone and communicates information to the JOOI Governor
- Attends all District meetings and communicates information back to Clubs

- Conducts zone meetings (twice a year) to share ideas and plan joint activities
- Visits as many Clubs in his/her assigned zone as possible
- Helps plan the JOOI District convention

Communications

- Advises zone Clubs about filing reports and explains the awards program
- Contributes items to the District newsletter
- Communicates information from Governor to Clubs

Promoting JOOI and the International JOOI Convention

- Attends the International JOOI Convention
- Assists Governor with promotion of International JOOI Convention within the District
- Promotes the International JOOI Convention in zone

A SUREFIRE, FOOL-PROOF, NO-DOUBT-ABOUT-IT PLAN FOR A SUCCESSFUL YEAR

Want your year as a District Officer to be fabulously successful? Well, you can either plan for your year in office early, or find a genie in a bottle and use one of your three wishes. Since only about 1 in every 1,000,000 people actually find a genie, your best bet is to plan in advance. Here are some easy steps you can use to prepare for your year in office. Work closely with the District Officer (s) and the District JOOI Clubs Chair to:

- **Establish your goals, both short term and long term**
- **Develop a calendar, schedule, or timetable to accomplish your goals**
- **Decide how much help will be needed to accomplish your goals**

- Delegate responsibilities and establish committees if necessary to help
- Establish good communication so that you know if goals are being met
- Provide enthusiasm and leadership
- Keep focused on the goal
- Praise and thank those who helped when the goal is reached

And, if by chance, you find that genie in a bottle with three wishes, tell him/her to make checks payable to: JOOI Clubs Department, 4494 Lindell Blvd., St. Louis, MO 63108!!!

TOOLS OF THE TRADE

Carpenters have their hammers, lawyers have their law books, doctors have their stethoscopes, and JOOI District officers...yes, you have “tools” that will make their job easier. After all, sometimes you need a little more than your ingenuity to be successful!

- This entire guide has the answers to most of your questions: awards, sponsor and adviser info, policies—just about everything you need to know to be an exceptional JOOI District officer!
- Use your JOOI Directory to call past District officers, your JOOI Board representative and adult Optimist Members.
- E-mail, youthClubs@optimist.org to have your name and e-mail addresses forwarded to other JOOI Members who have experience overcoming obstacles and striving for success!
- Check out the JOOI Web site at www.optimist.org
- Call the Optimist International JOOI Clubs Department at (800) 500-8130 ext. 261 or ext 218.

DISTRICT CONFERENCE REBATE

Did you know that by holding a JOOI District Conference you are eligible for a rebate?

After you hold your Conference, simply fill out the District Conference & District Officer Form (located in the Forms section of this Planning Guide) completely and submit it to the JOOI Clubs Department, Optimist International, 4494 Lindell Blvd, St. Louis, MO 63108.

All JOOI District Conferences must be held by August 15th and the completed form must be received no later than September 1st in order to be eligible for the rebate.

Saturday

9-10:30 a.m.	Registration
10:30-11:15 a.m.	Workshops
11:30 a.m.-12:15 p.m.	Workshops
12:30-1:30 p.m.	Lunch
1:30- 2:15 p.m.	Workshops
2:30-4:30 p.m.	Athletic Activities
5-6 p.m.	Dinner
6:30-8 p.m.	Preliminary Assembly
8-11 p.m.	Late Night Activity/Entertainment
11:30 p.m.	Curfew

Sunday

8 a.m.	Breakfast
9 a.m.	General Assembly
Noon	Closing Ceremonies

THE JOOI DISTRICT CONFERENCE: LET THE MEETINGS BEGIN!

JOOI District conferences are as unique as the District hosting the event. Some meetings last one day, most however include an overnight stay. Popular places include hotels and motels, campsites and school gymnasiums.

SAMPLE AGENDA

The Convention Planning Committee must determine the date (Saturday and/or Sunday) and location of the convention. Because the convention lasts one to two days, it is best to find a school or a campground large enough to accommodate the participants. Meals and accommodations should not cost more than approximately \$100.

Registrations

Each JOOI Member should receive a packet containing tourism information about the area, a schedule of convention activities and a badge indicating name and hometown. Each participant should receive information describing the workshops and where to present him/herself. It is important to furnish credentials and official voting ballots.

Workshops

Workshops should last approximately 30-45 minutes. Optimist Members holding District level offices should teach the workshops. Always cover the following topics:

- The Governor's and Lieutenant Governor's Roles and Responsibilities
- JOOI Programs and Awards

THE JOOI BOARD OF DIRECTORS: THE INSIDE TRACK ON YOUR JOOI POLICY MAKERS

Each year at the annual JOOI Convention, JOOI Members compete for one of the six JOOI Board of Directors titles. The Board reviews any suggestions from convention attendees, chooses the annual JOOI theme and selects a charity for the annual JOOI fundraising drive. The Board of Directors consists of four Directors and the current and immediate past JOOI Presidents. Any eligible JOOI Member can nominate him or herself for a Board position by submitting an application to the JOOI Clubs Department. Refer to the JOOI policies to see if you qualify.

JOOI Board Members receive an expense account to promote JOOI. Members use this money to travel or communicate with Clubs. The Board meets twice a year, and Members represent JOOI at all Optimist International events.

You can find your application form and additional criteria in the back of this guide, in the spring issue of *the Torch!* Elections are held during the International JOOI Convention. You must be present to run.

"JOOI is the best thing that has ever happened to me. I have met amazing people and learned infinite skills. In every meeting I attend or newsletter I read, there is something new. JOOI has helped me to become

a better person. I've had opportunities being a JOOI Member that I would not have been able to experience. I wish more people could be as involved as I am."

Randi Shedlosky, 1997-1998 JOOI Board Director; Octagon Club Member
Green Bay, Wis.

BYLAWS...THEY'RE REALLY NOT THAT SCARY

The District bylaws must be reviewed and any changes must be ratified at the District Convention. Now, this is the part where many people have an anxiety attack: "Bylaws, WHAT?! You must be kidding!" Don't worry, bylaws aren't that difficult to understand, and they're not difficult to change either. With a little patience and preparation, you can master bylaws without breaking a sweat. Here are a few suggestions:

- **Interpretation:** Formal language is always used when writing bylaws. Words like "quorum," "adopted," "appeals" and "amended" can often confuse a reader. So take your time to read the bylaws. Read it a second time if necessary. If it still confuses you, ask for help from your adviser or the JOOI Clubs Department. There's absolutely no shame in asking, the tragedy is not understanding!
- **Availability:** Make sure every Club in the District has a copy of the bylaws. Distribute copies to Club Presidents, Advisers, and the Optimist Sponsor Club JOOI Chair. If you don't have the names and addresses of these people, contact the JOOI Clubs Department and we can supply them.
- **Amendments:** Any Club which is in good standing can suggest changes to bylaws. Changes are called "amendments," and it's really not that hard to write one.

First, a Club must write down the suggested bylaws change making sure that it does not conflict with Policies XXI-XXVIII of the Policy for Governance of Junior Optimist Octagon International. Then, the suggested amendment must be sent to the JOOI Governor and other District Officers and all Club Presidents in the District.

- **District Dues:** Many District charge due to run the JOOI District, help pay for mailing newsletters and notices, hold conferences and conventions, and pay for special District programs or projects. If your District wants to establish or change District Dues, this must be approved at your District convention. After all, since it is the Clubs which will be paying dues, it is only fair that they have a vote in the matter. Remember, all District payments should be made to the District.
- **Voting:** Now it's time to vote. Generally, only Clubs in good standing are allowed to vote. That means their District dues must be paid. Some Districts demand that the International Club membership dues and registration fees must also be paid in order for the Club to be in good standing. The decision is up to your District. An amendment will only pass if two-thirds of the delegates at your convention approve it.
- **Ratification:** Finally! The last step. If the bylaws are changed in any way at your convention, make the changes and then send copies of the new bylaws to the Optimist District Governor, District JOOI Clubs Chair, JOOI Clubs Department, and each JOOI Club in the District. Now you're finished with bylaws!!!!

DISTRICT/INTERNATIONAL OFFICERS

