

OPTIMIST INTERNATIONAL OFFICES

Department Descriptions

4494 Lindell Boulevard - St. Louis, Missouri USA 63108
Main Phone: 800-500-8130 or 314-371-6000 Fax: 314-371-6006
Automated Voice Mail System: 800-678-8389

(Department General Voice Mail Extension and Email Address(s) are listed next to Department)
Employee E-mail addresses: employee's first name.last name@optimist.org
For example - Benny Ellerbe: benny.ellerbe@optimist.org

SUPPLY ITEMS

Promotions Corall
1-866-739-9555/www.optimistcanada.com

OFFICE OF THE EXECUTIVE DIRECTOR – Benny Ellerbe, Executive Director **Ext. 200**

Executes policies, plans, financial affairs and philosophy of organization

Provides liaison to corporations, media, and governmental officials

executiveoffice@optimist.org

Revenue and Member Benefits Development

headquarters@optimist.org

Publisher: *The Optimist* magazine, *Leadership Hotline*

Corporate Development

Liaison:

Board of Directors

Governance Committee

Resolutions Committee

Candidate Qualifications Committee

Staff: Dana L. Thomas (Executive Assistant); Mary Garrison (Receptionist/Switchboard)

FINANCE AND ADMINISTRATION – Connie Pellock, Senior Director of Finance & Admin. **Ext. 202**

Corporate finance and banking

Expense reports

finance@optimist.org

Corporate budgeting

Insurance and Bonds

insurance@optimist.org

Club dues, fees and insurance

Licensed Club Fund Raisers

accounting@optimist.org

billings, and collections

Club Fund Raising Products Licensing

Federal I.D. numbers for clubs

Supply distribution contact

Oversees:

Form 990 filings

Use of trademark

Supervises:

Club foundations

Accounting

District budgets and audits

Warehouse and Facilities

Trademarks

Liaison:

Human Resources

Finance Committee

Pension Committee

Supply Operations

Staff: Maria Carson (Director, Accounting & Financial Services); Michele Ervin (Accounts Receivable Specialist); Barbara Zurcher (Accounts Payable Specialist – Part Time); Carl Dowdy (Building Engineer); Roy Bradley (Custodian)

OPTIMIST INTERNATIONAL OFFICES

Department Descriptions

COMMUNITY GROWTH – Jim Nagel, Senior Director

Ext. 214

<ul style="list-style-type: none"> International Recognition International Development New Club Follow-Up Program Club Bylaws Club materials Handle Club problems, counsel in all areas of Club operation Shipping/Receiving & Literature Inbound/Outbound Mail Purchase Orders 	<ul style="list-style-type: none"> New Club Building Efforts Assigns Field Reps Membership General assistance to Clubs District Officer assistance Member Benefits <u>Liaison:</u> <li style="padding-left: 20px;">New Club Building Committee <li style="padding-left: 20px;">Membership Committee
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newclub@optimist.org

awards@optimist.org

Staff: Tonya Fleming (Distribution/Purchasing Supervisor)

NEW COMMUNITY & GROWTH – Aaron Kaskowitz, Director

Ext. 210

- Staff Liaison: New Club Building Committee
- Process paperwork for new clubs.
- Assign club numbers to new clubs.
- Maintain listing of New Club Building Chairs, New Club Building Committee Members
- Track awards-New Club Building Sponsor Club Patch, Golden 10-20-30
- Assigns Certified Club Builders (CCBs)
- Send out supplies/kits

Staff: Maggie Fairchild (Director, Social Media)

MEMBERSHIP DEVELOPMENT – Kai Gansner, Director

Ext. 260

<ul style="list-style-type: none"> Club materials International Recognition Reports District Officer Assistance General Assistance to Clubs Handle Club problems, counsel in all areas of Club operation Online CRA (Adds) Friend of Optimist Awards 	<ul style="list-style-type: none"> Document and Process: <li style="padding-left: 20px;">Member Benefits <li style="padding-left: 20px;">Zone Alignments <li style="padding-left: 20px;">Address Changes <li style="padding-left: 20px;">Disbandments/Revocations <li style="padding-left: 20px;">Reinstatements <li style="padding-left: 20px;">Enrollments and Deletions <li style="padding-left: 20px;"><u>Liaison:</u> Member Services Committee
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membership@optimist.org

Staff: Jackie Moore (Jackie.moore@optimist.org) (Awards/Membership Coordinator); Charlotte Baker (charlotte.baker@optimist.org) (Data-Entry Specialist)

OPTIMIST INTERNATIONAL OFFICES

Department Descriptions

PROGRAMS/COMMUNICATIONS / MARKETING –

Dennis Osterwisch, Associate Executive Director

Ext. 265

International Programs
 Childhood Cancer Campaign
 Communications
 Junior Golf
 Meeting Services
 JOOI

Marketing
 Public Service Announcements
 Graphics
 Leadership Development
 Personal Development

MEETING SERVICES – Ronda Vaughn, Director

Ext. 205

International Convention
 Presidential Travel
 Conference/Meetings Coordination
 Optimist Travel

convention@optimist.org

Liaison:

Convention Committee

Staff: Sharon Parton (Meetings and Travel Coordinator)

PROGRAMS –Danielle Baugher, Director

Ext. 235

Liaison: Activities Committee
 Childhood Cancer Campaign
 Club Fundraising Activities
 Community Projects Awards (CPA)
 Respect For Law / Promotion of Non-Violence
 Tri-Star Sports Skills Contest
 Oratorical Contest
 Endorsed Organizations

Youth Safety
 Essay Contest
 Youth Appreciation
 On-Line Resource Library
 President's Pride Report
 Scholarship Administration
 CCDHH
 Internet Safety

programs@optimist.org
 CCC@optimist.org

OPTIMIST JUNIOR GOLF – Andy Hudson, Director

Ext. 209

Liaison: Junior Golf Committee
 Bob Patterson, Tournament Director
 Res: 305.238.9743
 Fax: 305.698.5686 Email: ojgc@bellsouth.net

golf@optimist.org

JOOI CLUBS – Amy Keller, Director

Ext. 218

Torch Newsletter
 JOOI Convention
 JOOI Charters & Renewals
 JOOI Club Awards
 JOOI Dues Billing
 JOOI Club Revocations

Liaison:

youthclubs@optimist.org
 JOOI Board - Keller
 JOOI Clubs Committee - Keller

