

# May

<b>1</b> Convention Fundraisers	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b> Cinco de Mayo	<b>6</b>	<b>7</b>
<b>8</b> Mother's Day 	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>
<b>15</b>	<b>16</b>	<b>17</b> *Check e-mail for International Convention details	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>
<b>22</b>	<b>23</b>	<b>24</b> Victoria Day	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>
<b>29</b>	<b>30</b> Memorial Day Member & Adviser of Excellence and Ruby Blair applications due to OI office	<b>31</b> JOOI Board of Directors candidate applications due to OI office				

## Notes:

\*Start sending in the JOOI Convention Early-Bird registration to the JOOI Department

\*Send housing reservations to the hotel

\*All amendments that will be voted on at the JOOI International Convention will be posted online under JOOI Clubs sections, then click on the JOOI Convention

**JOOI INTERNATIONAL CONVENTION PROMOTION!!**

## 2011 Baltimore Tentative Schedule

### Day 1 – Tuesday, July 5, 2011

#### Casual dress or “Beach” theme day

- 10:00 am-4:00 pm JOOI Registration
- 3:00 pm-3:30 pm Advisor/Chaperone Meeting
- 4:30 pm-7:30 pm Pool Party/Dinner
- 8:00 pm –10:00 pm JOOI Opening Session
- 10:00 pm-11:00 pm Talent Show Screening

### Day 2 – Wednesday, July 6, 2011

#### Casual dress or “Gilligan’s Island” theme day

- 8:00 am- 9:00 am International Officer Meeting (mandatory for candidates)
- 8:30 am-9:00 am Advisor/Chaperone Meeting
- 9:00 am-10:15 am JOOI Workshops
- 10:30 am-11:45 am JOOI Workshops
- 12:00 pm-1:00 pm JOOI Lunch
- 1:00 pm-3:00 pm Service Project
- 3:00 pm-4:00 pm Mystery Forum
- 5:00 pm-6:00 pm Dinner
- 6:00 pm-6:45 pm Meet and Greet the Candidates (Mingling)
- 7:00 pm-9:00 pm JOOI Business Session (Voting)
- 9:00 pm-11:00 pm Talent Show

### Day 3 – Thursday, July 7, 2011

#### Casual dress or “Going Fishing” theme day

##### \* President’s Banquet best dress attire

- 8:30-9:00 am Adviser/Chaperone Meeting
- 9-10:15 am JOOI Workshops
- 10:30-11:45 am JOOI Workshops
- Noon-12:45 pm JOOI Lunch
- 12:45-1:30 pm Candidates Speeches (same room as lunch)
- 1:30-2:30 pm JOOI Meet the Candidates Forum
- 2:45-3:30 pm Elections
- 3:30-6 pm Free Time
- 6-7:30 pm President’s Banquet (OI Board attending)
- 7:30-9 pm JOOI Closing Business Session
- 9-9:30 pm New Officer Meeting
- 9-9:30 pm Adviser/Chaperone Meeting
- 9-11 pm President’s Dance
- 11 pm-Midnight Good-Bye’s (same room as dance)
- Midnight Curfew

\*Some Clubs choose to come in a day or two early to tour the city.

## International JOOI President

### Introduction

So, you have decided to run for International JOOI President. That's great! In order for you to have a better understanding of what the expectations of the office are, we have compiled this information for you. Please read the information carefully and make sure that you understand it.

Serving as the International JOOI President is a lot of fun, but also requires time and dedication in order to be effective. We have created a minimum set of responsibilities that need to be fulfilled by the JOOI President. In cases where an International JOOI President would not be able to complete tasks, steps can be taken to remove or replace the President from office. If you have questions, please contact the JOOI department at (800) 500-8130.

### Your Role

If you are elected as a JOOI President, you will be taking a very "high profile" leadership position. You will serve your year as the main representative of the JOOI organization to all JOOI Members, the Directors on your Board and to adult Optimists. You are the "model" for other JOOI officers and adults who are thinking about starting JOOI Clubs.

As the JOOI President, you will not only serve as a Board Member charged with making decisions that will affect the entire JOOI organization now and in the future, but you will also be responsible for setting the direction for your JOOI Directors for the year that you serve. You will be responsible for setting goals that will lead the JOOI organization to the next level. Make sure that your goals will "stretch" the organization, but are also attainable. You will need to think "globally," putting the good of the JOOI organization ahead of what might be best for your Club or District.

Probably the most important part of being the JOOI President is being a great "communicator!" We have all said that better communication is something that needs to be strived for and you will have the opportunity to make that happen! You will be assigned a group of Districts to communicate with all year

long. It will be your job to keep these Districts in the loop about things that are happening with JOOI. You also need to be the person who can help and encourage the JOOI Districts to continue to add new JOOI Members and build new JOOI Clubs. You will also need to be in constant communication with Directors on your Board, the JOOI Staff and the Chair of the JOOI Clubs Committee. You will also be a key promoter of the International JOOI Convention.

### Attire

When you are representing the JOOI organization, you will need to wear business attire, unless you are told otherwise. This means coat and tie, pantsuit, suit, dress or skirt. You are representing future Optimists and want to send the best message possible!

### Travel

If you are elected President, there will be opportunities to travel. The first opportunity will happen in August after you are elected. There will be a planning meeting with you, the Chair of the JOOI Clubs Committee and the JOOI Staff to set goals and formulate plans for the upcoming year. You will assist in developing the agenda for the JOOI Board meeting in October. The August meeting will take place during the week and OI will pay for your airfare and expenses for this meeting.

There will be two JOOI Board meetings during the year. The first meeting will be held in mid-October in conjunction with OI Committee meetings. We will begin on Thursday evening and will continue through Saturday evening. You will depart on Sunday morning. The JOOI Staff will be making your travel arrangements and will work with you on schedules.

You will be sent a binder of information prior to each Board meeting regarding topics that will be discussed at the meeting along with minutes from past JOOI Board meetings. Please spend some time reviewing these items so that you will be ready to take part in the discussion at the meetings.

The other JOOI Board meeting takes place during Convention. Again, the JOOI department will make your travel arrangements.

For the October and July meetings you will

receive a per diem to offset expenses. OI will pay for your plane ticket and hotel room. Any other expenses will need to be paid for with your per diem. During these meetings, you will be sharing a room with other Board members.

If elected, you will sit on the OI Board of Directors representing JOOI as an “ex-officio” member. Your input on issues regarding JOOI and youth is valuable to the decision-making process of the OI Board. As with the JOOI Board meeting, you will receive a notebook of information prior to the OI Board meeting. Please be familiar with the material before the meeting begins. The OI Board meets the first part of December, March and just prior to Convention.

Finally, as JOOI President, you may be requested to visit Districts to either promote JOOI, help start a JOOI District or assist in building new JOOI Clubs.

### Communications

As the JOOI President, you will be communicating on several different levels. Be prepared to make lots of phone calls and send out lots of e-mail messages. Since you will be in charge of roughly 10 Districts, you will need to make sure that you are in contact with each JOOI Governor or JOOI representative. You also need to communicate with your other JOOI Board members on at least a weekly basis. You need to communicate with JOOI Staff at least weekly, if not more often. Remember that communication with the other JOOI Board members is critical to the overall success of your year. Develop a relationship early on with each of your Directors. These are the people who will help promote your goals for the year and who you need to work for you. Also, keep in mind that one of these Directors may well step into your shoes next year. It is your job to teach them what they need to know about being a good President.

You will be given a phone card and a phone log sheet at the beginning of the year. At various times you will be asked to submit your phone log to the International office for review. In order to receive your next phone card, the reports must be submitted. If you send an e-mail message to your Districts, please also copy the International office. We want to know

what information you are sending out in case we can help in any way.

Make contact and stay in contact frequently with your Districts. At the very least, you should be talking to your Districts monthly. It would be a good idea to get the e-mail addresses of the Club Presidents in each of your Districts and send them a message from time to time. During the year, you will be given specific items to discuss with your Districts and report back on. We will be expecting a monthly report on each of your Districts from you.

We use e-mail a great deal when contacting you and other Board Members throughout the year. Check your e-mail daily! Expect lots of e-mail and also be prepared to respond to it when and if the time arises. If the International office sends an e-mail and asks for a response – do so as promptly as possible. There will also be e-mail from your fellow Board Members, JOOI staff, JOOI Clubs Committee members, people in your region and other people associated with Optimist International. All of this e-mail should be read and you should take the proper course of action concerning the message’s content. If you are uncertain of what to do, forward the message to JOOI staff and they will help you.

If your computer goes down or you cannot get into your e-mail account, please notify the JOOI staff immediately at (800) 500-8130, and we will let everyone else know. Also, be prepared to give us an alternative way to give information to you until you are able to receive e-mail again. It will be your responsibility to find out what takes place during the time that you are unable to access your e-mail.

Occasionally, the JOOI Board and JOOI Committee conduct business by conference call. Be prepared to help plan the agenda for these calls. You will conduct the call as if you are conducting a Board meeting. JOOI staff will assist you and will get the information out to everyone on how to access the call.

During the course of the year, there will be several discussions regarding things that affect the JOOI organization. Since we only meet two times a year, many of these discussions take place via e-mail or conference call. It is important that you play a leading and active role in these discussions.

## Miscellaneous

Be prepared to present a report at each of the JOOI Board meetings. During the October meeting your report will be on your goals for the upcoming year. At the Convention Meeting, your report will be on how and where the JOOI organization is and the progress that we have made in reaching the goals for the year. This is a time to thank everyone for the hard work that they have done thus far and to encourage them in areas that need improvement. You will also need to give a brief report on what each of your Districts has done during the year and what future plans they have.

Be prepared at the August meeting to help plan the JOOI Convention with ideas and activities that you would like to see implemented. You will also need to assist in making assignments for the Convention, such as who will be your Sergeant-At-Arms and who will be on the Convention Rules committee. As President, you will be more involved in the Convention than at any other time.

Be prepared to spend at least 15 hours a week on JOOI-related work.

Being the JOOI President is a lot of work, but if you are elected, it will be the experience of a lifetime!

**I have read and understand these rules and agree to abide by them.**

---

(Name)

---

(Date)

## International JOOI Board Member

### Introduction

So, you have decided to run for a position on the International JOOI Board of Directors. That's great! In order for you to have a better understanding of what the expectations of the office are, we have compiled this information for you. Please read the information carefully and make sure that you understand it.

Serving as a JOOI Board Member is a lot of fun, but also requires time and dedication in order to be effective. We have created a minimum set of responsibilities that need to be fulfilled by each Director. In cases where an International Director would not be able to complete tasks, steps can be taken to remove or replace the Director from office. If you have questions, please contact the JOOI department at (800) 500-8130.

### Your Role

If you are elected as a JOOI Director, you will be taking a very active leadership position. You will serve your year as a representative of the JOOI organization to JOOI District Officers and to adult Optimists. You are a "model" for other JOOI Members and adults who are thinking about starting JOOI Clubs.

As a JOOI Director, you will also serve as a Board Member charged with making decisions that will affect the entire JOOI organization now and in the future. You will need to think "globally," putting the good of the JOOI organization ahead of what might be best for your Club or District.

Probably the most important part of being a JOOI Director is being a great "communicator!" We have all said that better communication is something that needs to be strived for and you will have the opportunity to make that happen! You will be assigned a group of Districts to communicate with all year long. It will be your job to keep these Districts in the loop about things that are happening with JOOI. You also need to be the person who can help and encourage the JOOI Districts to continue to add new JOOI Members and build new JOOI Clubs. You will also be a key promoter of the International JOOI Convention.

### Attire

When you are representing the JOOI organization, you will need to wear business attire, unless you are told otherwise. This means coat and tie, pantsuit, suit, dress or skirt. You are representing future Optimists and want to send the best message possible!

### Travel

There will be two JOOI Board meetings during the year. The first meeting will be held in mid-October in conjunction with OI Committee meetings. We will begin on Thursday evening and will continue through Saturday evening. You will depart on Sunday morning. The JOOI Staff will be making your travel arrangements and will work with you on schedules.

You will be sent a binder of information prior to each Board meeting regarding topics that will be discussed at the meeting along with minutes from past JOOI Board meetings. Please spend some time reviewing these items so that you will be ready to take part in the discussion at the meetings.

The other JOOI Board meeting takes place during Convention. Again, the JOOI department will make your travel arrangements.

For the October and July meetings you will receive a per diem to offset expenses. OI will pay for your plane ticket and hotel room. Any other expenses will need to be paid for with your per diem. During these meetings, you will be sharing a room with other Board members.

### Communications

As a JOOI Director, you will be communicating on several different levels. Be prepared to make lots of phone calls and send out lots of e-mail messages. Since you will be in charge of roughly 10 Districts, you will need to make sure that you are in contact with each JOOI Governor or JOOI representative. You will be given a phone card and a phone log sheet at the beginning of the year. At various times you will be asked to submit your phone log to the International office for review. If you send an e-mail message to your Districts, please also copy the International office. We want to know what information you are sending out in case we can help in any way.

Make contact and stay in contact frequently with your Districts. At the very least, you should be talking to your Districts monthly. It would be a good idea to get the e-mail addresses of the Club Presidents in each of your Districts and send them a message from time to time. During the year, you will be given specific items to discuss with your Districts and report back on. We will be expecting a monthly report on each of your Districts from you.

We use e-mail a great deal when contacting you and other Board Members throughout the year. Check your e-mail daily! Expect lots of e-mail and also be prepared to respond to it when and if the time arises. If the International office sends an e-mail and asks for a response – do so as promptly as possible. There will also be e-mail from your fellow Board Members, JOOI staff, JOOI Clubs Committee members, people in your region and other people associated with Optimist International. All of this e-mail should be read and you should take the proper course of action concerning the message's content. If you are uncertain of what to do, forward the message to JOOI staff and they will help you.

If your computer goes down or you cannot get into your e-mail account, please notify the JOOI staff immediately at (800) 500-8130, and we will let everyone else know. Also, be prepared to give us an alternative way to give information to you until you are able to receive e-mail again. It will be your responsibility to find out what takes place during the time that you are unable to access your e-mail.

Occasionally, the JOOI Board and JOOI Committee conduct business by conference call. Be prepared to participate in these calls. You will be notified of the date and time of the call and given instructions on how to access the call. If you are unable to participate in the call, contact the JOOI staff and let them know. It will be your responsibility to contact someone to find out what happened on the call and any assignments that might have been given.

During the course of the year, there will be several discussions regarding things that affect the JOOI organization. Since we only meet two times a year, many of these discussions take place via e-mail or conference call. It is important that you play a leading and active role in these discussions.

## Miscellaneous

Be prepared to present a report at each of the JOOI Board meetings. During the October meeting your report will be on your goals for the upcoming year. At the Convention Meeting, your report will be on how the year has gone.

During the course of the year, there will be several discussions regarding things that affect the JOOI organization. Since we only meet two times a year, many of these discussions take place via e-mail or conference call. It is important that you play an active role in these discussions.

Be prepared to spend at least 10 hours a week on JOOI-related work.

Being a JOOI Board member is a lot of work, but if you are elected, it will be like no other year that you will experience!

**I have read and understand these rules and agree to abide by them.**

---

(Name)

---

(Date)

