

**Duties of the Chief Executive Officer,
Chief Operating Officer, and the Board of Directors**

I-134

In conjunction with the Officer Job Descriptions as outlined in Board Policy ID-28, the following titles as noted in the Bylaws shall be delineated and defined:

As the Chief Executive Officer, the International President (acting upon the policies established by the Board of Directors) shall be the official spokesperson for the organization, and shall coordinate with the Board of Directors and Chief Operating Officer (Executive Director) the implementation of policies to achieve membership growth and service to Optimist International and its Clubs. The President will report and bring issues to the Board of Directors.

As the Chief Operating Officer and Secretary/Treasurer, the Executive Director shall be the administrative and operations officer responsible for the day-to-day operation of the business affairs of Optimist International. The Executive Director shall ensure that the policies adopted by the Board of Directors are implemented and appropriately carried out by the professional staff. The Executive Officer shall also ensure that the business affairs of Optimist International are performed within the budget established by the Board. The Chief Operating Officer will report to the Board of Directors and President.

If the Executive Director of Optimist International cannot fulfil his duties, the Executive Director of the OIF would become the interim Executive Director of OI. Conversely, if the Executive Director of the OIF cannot fulfill his duties, the Executive Director of OI shall become the Interim Executive Director of the OIF. A Search Committee will be formed no later than the next regularly scheduled Board of Directors meeting to engage a permanent executive director.

The Board of Directors will set the mission, vision, and direction of the organization by establishing the policies to achieve those goals. The Board of Directors will coordinate with the President and Chief Operating Officer to successfully implement the policies, goals, and strategies of Optimist International.

(Mar 2010; Feb 2013; Sep 2017)