

ADDENDUM
TO THE
GOVERNANCE COMMITTEE REPORT
March 4, 2011

**REVISIONS AS ASKED FOR BY THE INTERNATIONAL CANDIDATE
QUALIFICATIONS COMMITTEE**

**OPTIMIST INTERNATIONAL LEADERSHIP POSITIONS
OVERVIEW**

The Bylaws of Optimist International set forth the various individuals and their roles for the governance of Optimist International. In order to promote and advance the ideals, goals, and purposes of Optimist International, it is important that these individuals have an informed understanding of their roles and responsibilities. It is also important that these individuals understand how they are to interact with each other so as to work together in harmony and success. Accordingly, following is a delineation of duties and responsibilities for the offices of President, President-Elect, Immediate Past President, Vice Presidents, Vice Presidents-Elect and the Directors of Optimist International. **As Districts are an extension of Optimist International and responsible for the well being of the organization, also included is a delineation of duties and responsibilities for the Governors and Governors-Elect.**

INTRODUCTION

The following is a delineation of the qualities and attributes desirable for all persons holding the offices discussed herein:

1. Communication on a regular basis with all leaders in the organization promoting growth at every opportunity
2. Knowledge of Optimist structure and programs
2. Knowledge of parliamentary procedure
3. Consideration for the ideas and thoughts of others
4. Creativity to translate dreams of International Officers into practical realities
5. Ability to come to consensus with other without giving up personal principles
6. Strength to maintain an unpopular position when necessary
7. Be familiar with the Bylaws of Optimist International
8. Review minutes of past Board of Directors meeting minutes
9. Understand fiduciary responsibilities
10. Make decisions that are good for the organization

(Mar 2007; Mar 2009; **March 2011**)

JOB DESCRIPTION

POSITION TITLE: President

BASIC FUNCTION:

Bylaws Article VI, Section 2. President. The President shall preside at the International convention and over the Vice Presidents Council and shall be the Chief Executive Officer exercising general supervision over the interests and affairs of Optimist International, subject to the direction of the Board. He shall perform such duties as usually pertain to the office of the President.

SPECIFIC RESPONSIBILITIES:

Communicate on a regular basis with Vice Presidents, other District Leaders, and Committee Chairs promoting growth at every opportunity
Appoint ~~ments~~ of **International** Committee Members and **Board Liaisons**
Serve as Chief Spokesman for Optimist International
Serve as Chair the International Convention
Oversee use of the Optimist International logo and trademark
Responds to specific district requests, e.g. fund raising, activities, special conventions
Perform sSuch duties as assigned by the Board of Directors
Prepare and Report to the Board of Directors
Administer and follow-up on budgets
Administer and follow-up on Awards Program
Initiate nNecessary and advisable Bylaws Changes
Call Board meetings as deemed necessary
Provide guidance and council to Vice Presidents and Governors during the Optimist year
Visit districts as deemed appropriate or advisable
~~As CEO, e~~Communicate and interact with the Executive Director
Set agenda for Board of Directors meetings in consultation with the Immediate Past President and Executive Director.
~~As the CEO, the President can s~~Speak to issues at Board of Directors meetings.
Prioritize issues on the Board agenda
Serve as Ex officio member of all committees
Continue active involvement in local Club
Keep the Board of Directors and members informed on the conditions and operations of the organization
Work with the board in furthering the goals and programs of Optimist International
Secure ~~The President must have~~ Board approval for **hiring/removing** the Executive Director.
Secure ~~The President must have~~ authorization from the Board of Directors to incur expenses that exceed budgeted amounts **and comply with fiscal responsibility with respect to staff and Board of Directors**
Comply with Optimist International's Code of Ethics
Retain legal counsel as necessary
~~You are expected to l~~ **Lead by example through sponsorship of new clubs and members**
Assume all responsibilities given to the Board of Directors At-Large members

(Dec 1991, Mar 1992, Nov 1995; Dec 2002; Mar 2004; Dec 2004; Mar 2007; Mar 2008; Mar 2009; **March 2011**)

JOB DESCRIPTION

POSITION TITLE: Immediate Past President

BASIC FUNCTION:

Bylaws Article V. Section 5. Vacancy. In the event of a vacancy in the office of President, the most recent past President shall assume the duties of President for the remainder of the year.

Bylaws Article VI. Section 4. Immediate Past President. The Immediate Past President shall preside at all meetings of the Board of Directors.

SPECIFIC RESPONSIBILITIES:

- Preside over the meetings of the Board of Directors
- Maintain parliamentary authority at Board meetings
- Control debate and time on any issue discussed at the Board meeting
- Represent the Board of Directors
- Work with the board in furthering the goals and programs of Optimist International
- Continue active involvement in local Club
- Such other duties as assigned by the Board of Directors
- ~~Expect to~~ **Lead by example through sponsorship of new clubs and members**

(Mar 2004; Dec 2004; Mar 2007; **Mar 2011**)

JOB DESCRIPTION

POSITION TITLE: President-Elect

BASIC FUNCTION:

Bylaws Article VI, Section 3. President-Elect. The President-Elect shall perform such duties as are ordinarily incumbent upon the President-Elect and such other duties as may be assigned to him by the President or Board of Directors.

SPECIFIC RESPONSIBILITIES:

Encourage communication to Vice Presidents-Elect, Governors-Elect, etc. regarding growth and new club building

Cooperate with President and Board of Directors in furthering goals and programs of Optimist International

Work with Finance Committee on budget for his Presidential year

Attend all Board meetings and Vice Presidents Council meetings

Prepare Awards Program **based on growth**

Responsible for Vice Presidents-Elect and Governors-Elect training **utilizing aids from Optimist International such as trainers, etc.**

Prepare theme and logo for his year

Select chairpersons and members for committees

Assign one or more Districts of Optimist International to Vice Presidents-Elect

Continue active involvement in local Club

Such other duties as assigned by the Board of Directors

The President-Elect must have authorization from the Board of Directors to incur expenses that exceed budgeted amounts and comply with fiscal responsibility with respect to staff and Board of Directors

~~Expect to~~ **Lead by example through sponsorship of new clubs and members**

(Mar 2004; Dec 2004; **Mar 2011**)

JOB DESCRIPTION

POSITION TITLE: Board of Directors Member at Large

Basic Functions:

Bylaws Article VI International Board of Directors, Section 1. Powers-Meetings.

- A. The affairs and business of Optimist International shall be controlled and directed by the Board of Directors.
- B. The Board of Directors shall meet at such times and places as may be determined by action of the Board of Directors, by call of the President or by written request of six members of the Board of Directors provided that there shall be at least three meetings each year.

SPECIFIC RESPONSIBILITIES:

Attend all Board of Directors meetings.

Prepare for meetings by reading and considering both the agenda and the business items.

Carefully study each issue.

Enter into debate in order to solve problems and resolve issues.

Approve the budget and contract an annual audit.

Establish policies and procedures.

Focus on long term planning and strategic oversight of the organization and ensure strategic planning is created and implemented and to monitor the plan.

Ensure the acceptance and revocation of Clubs.

Be available to return phone calls and correspondence from the Chairman, Executive Director, President and other members of the Board within a reasonable time.

Keep Optimism an important part of daily life.

Continue active involvement in local Club.

Serve as liaisons to Vice Presidents and Committees and maintain open communication with Vice Presidents and Committees.

Carry out assigned duties as assigned by the President or the Board.

~~Expect to~~ **Lead by example through sponsorship of new clubs and members**

(Dec 2004; Mar 2009; **Mar 2011**)

JOB DESCRIPTION

POSITION TITLE: Vice Presidents

BASIC FUNCTIONS:

Bylaws Article VI, Section 5. Vice Presidents. The Vice Presidents shall perform such duties as are ordinarily incumbent upon Vice Presidents and such other duties as may be assigned to them by the President or the Board of Directors. The President, for administrative purposes, shall assign one or more Districts of Optimist International to each Vice President. Vice Presidents shall meet as a council with the Board of Directors at the international convention.

Communicate with Governors in your Regions to evaluate and encourage growth.

Ensure that each governor supports the mission of the organization and the programs established by the Board of Directors.

Work with the President to motivate and train the Governors throughout the year they are serving.

In conjunction with Governor, make sure plan is established and marketed in the district aimed at Growth.

Ensure that each governor has a clearly defined program for ongoing training and motivation of District officers.

In conjunction with Governors, make sure that the agreed-upon program based on Marketing and Growth goals are on track.

Serve as a member of the Vice Presidents' Council of the organization. Serve as regional manager over several district governors as assigned by the president, and represent the organization to the members of such Districts during the year.

Continue active involvement in local Club.

Encourage use of certified builders and trainers and other tools available from Optimist international.

~~You are expected to~~ **Lead by example through sponsorship of new clubs and members.**

SPECIFIC RESPONSIBILITIES:

- I. Objective
 - A. To be an effective Growth, Marketing and Communication spokesperson to each assigned District.
- II. Written Communications
 - A. Continue to familiarize self with pertinent past written guidelines
 1. The Bylaws and Policies
 2. Strategic Plan

3. Minutes of past Board minutes
 4. Training Materials from Optimist International
- B. Read and understand all written materials issued during the year.
1. All Board minutes of year as Vice President and Vice President-Elect
 2. Charge letters issued by the President.
- III. Meetings
- A. Attend all meetings of the Vice Presidents' Council.
 - B. Attend at least one District meeting for each District **in your Region**
 - C. Attend annual Convention of both years as VP and VP-Elect
 - D. Have a regional meeting of assigned Districts, ~~and~~ attend the Governor's Conference **or whatever meetings are being held within your region.**
- IV. Other Responsibilities
- A. Have no other International appointments during the year as Vice President.
 - B. Offer ongoing support of the President
 - C. Perform such other duties as may be assigned by the President and/or the Board of Directors.

(Mar 2004; Dec 2004; Mar 2009; **Mar 2011**)

JOB DESCRIPTION

POSITION TITLE: Vice Presidents-Elect

BASIC FUNCTIONS:

Bylaws Article VI, Section 6. Vice Presidents-Elect. The Vice Presidents-Elect shall perform such duties as may be assigned to them by the President-Elect in cooperation with the President or the Board of Directors. The President-Elect, for administrative purposes, shall assign one or more Districts of Optimist International to each Vice President-Elect.

SPECIFIC RESPONSIBILITIES:

Communicate on a regular basis with all leaders in the organization promoting growth at every opportunity
Prepare and recommend duties to help Governors-Elect in your Region
Familiarize yourself with Districts in assigned Region by reviewing each District's Policies
~~You are expected to~~ Lead by example through sponsorship of new clubs and members

- I. Objective
 - A. To prepare self for becoming Vice President
- II. Written Communications
 - A. Familiarize self with pertinent past written guidelines
 1. The Bylaws and Policies
 2. Strategic Plan
 3. Minutes of past Board meetings
 4. Training Materials from Optimist International
 - B. Read and understand all written materials issued during the year.
 1. All Board minutes of year as Vice President-Elect
 2. Charge letters issued by the President.
- III. Meetings
 - A. Attend all Governor-Elect Training, including the Governors-Elect Conference **or whatever meetings are being held within your region.**
 - B. Attend annual Convention of both years as VP and VP-Elect
 - C. Attend the Regional Meetings of Districts **or whatever meetings are being held within your region.**
- IV. Other Responsibilities
 - A. Have no other International appointments during the year as Vice President-Elect.
 - B. Offer ongoing support of the President-Elect and current President, especially with regard to Growth
 - C. Perform such other duties as may be assigned by the President-Elect and/or the Board of Directors.

(Dec 1991, Mar 1992, Nov 1995, Dec 2002; Mar 2004; Dec 2004; Mar 2009; **Mar 2011**)

JOB DESCRIPTION

POSITION TITLE: Governor

Basic Functions:

Bylaws Article VII. Districts

SECTION 2. District Purpose. The sole purpose of the District shall be to function as an administrative division of Optimist International in furtherance of the purposes Optimist International, these Bylaws, and Policies as established by the International Board of Directors. The District shall provide service and support to Clubs for the purpose of enhancing growth, participation, administration and youth service.

SECTION 3. District Administration.

The Governor is a member of Board of Directors and Executive Committee and is an officer of the District. Meetings of the Executive Committee may be called by a majority of its members or at the call of the Governor. The Governor may call a meeting of the Board of Directors each quarter, or at such time and place as he may determine with the advice and consent of the Executive Committee. The duties of the officers shall be delineated in the District Policies.

SPECIFIC RESPONSIBILITIES:

Communicate on a regular basis with all leaders in the organization promoting growth at every opportunity

Search for future leaders of the District and encourage them to attend District meetings

~~You are expected to~~ Lead by example through sponsorship of new clubs and members - build at least one new club and recruit a member

Make the newly elected officers of the district a part of your team

Be a delegator. Do not prepare everything but make sure it is done. Make proper delegation of responsibilities to Assistant Governors, Lt. Governance, and committee chairs. Communicate what is expected of them and make sure they are aware of resources and tools available

Follow up on clubs that show interest in growth and new club building

Review and adhere to strategic plan of the district

Attend OI convention training, ~~including but not limited to Parallel District Conferences, for governors and/or districts or whatever meetings are being held within your Region.~~

Attend special meetings and conferences for training for the benefit of the district leaders, clubs and members, etc.

Be fiscally responsible to the District

Serve as an ex-officio member of all committees

Further the mission and purposes of Optimist International and promote the interest and coordinate the work of member Clubs within the District
Call and preside over all meetings of the District Board of Directors, the Executive Committee and the annual District convention
Attend the Optimist International Convention, and any special meetings or conferences conducted by Optimist International for Governors.
Ensure there is an agenda and/or curriculum for all convention business sessions, leadership development events, forums, and meal service events, in consultation with the Governor-elect – DELEGATE these responsibilities.
Act on behalf of Optimist International in all relations with member Clubs within the District
Present or designate an appointee to present New Club Charters
Serve as a liaison between OI and clubs
Track progress of the district
Refer to and follow the Governor Checklist available on optimistleaders.org
Motivate and encourage Lt. Governors, Committee Chairs and Club Presidents
Communicate expectations with Club and District Leaders

(Proposed Mar 2011)

JOB DESCRIPTION

POSITION TITLE: Governor-Elect

BASIC FUNCTIONS:

Bylaws Article VII. Districts

SECTION 2. District Purpose. The sole purpose of the District shall be to function as an administrative division of Optimist International in furtherance of the purposes Optimist International, these Bylaws, and Policies as established by the International Board of Directors. The District shall provide service and support to Clubs for the purpose of enhancing growth, participation, administration and youth service.

SECTION 3. District Administration.

The Governor-Elect is an officer of the District and on the District Board of Directors and Executive Committee. The duties of the officers shall be delineated in the District Policies.

SECTION 5G. Other Committees and Chairmen.

The Governor-Designate shall appoint the chairmen and the required number of members of all committees, and shall announce such appointments not later than 1 October following his election.

SECTION 6C. Governor-Elect

The Governor-Elect shall automatically become Governor on 1 October of the year following the year in which he was elected Governor-Elect. Following the District convention, the Governor-Elect shall be known as the Governor-Designate. The Governor-Elect shall not serve in any other elective office in the same year he is Governor-Elect.

SPECIFIC RESPONSIBILITIES:

Communicate on a regular basis with all leaders in the organization promoting growth at every opportunity
Review the District Strategic Plan and encourage and assist in its development
Visit as many District Clubs as possible
Study Club Annual Reports, etc.
~~Be sure to d~~ Delegate training and educations seminars
Prepare a budget for your year in conjunction with District Finance Committee
Consult Governor-Elect Checklist found on optimistleaders.org
Build at least one new club and recruit at least one new member
~~The~~ Appoint a District Secretary-Treasurer ~~shall be appointed~~ for a term of one year ~~by the Governor-Elect.~~

Ensure ~~T~~the appointment of the Secretary-Treasurer designate shall be confirmed by the District's Board of Directors, and shall take office 1 October next following confirmation. 01 Bylaws Article VII, Section 6, Paragraph D)

Attend Governor-Elect Conference

Attend International Convention-meet with OI Rep

Attend Regional Meetings and Trainings

Attend District Conventions

Prepare District Budget

Attend all meetings

Plan and promote training for Presidents-Elect and Lieutenant Governors-Elect

Be involved with District Leadership Development Committee "Catch A Rising Star"

Review Zone Alignment

Collect Officer-Elect reports

Identify potential NCB sites

Review District Policies and propose changes, if necessary

Consider Zone boundaries and propose realignment, if necessary

(Proposed Mar 2011)