

## 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 International 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

#### PRIMARY RESPONSIBILITY:

By virtue of your election to the Board of Directors the members of Optimist International have expressed their confidence and entrusted you, in accordance with the laws of the State of Missouri, the personal and fiduciary duty to assume and exercise, in good faith, and with due diligence, responsibility for the legal and financial governance, and the best interests of Optimist International. As a Governor or Governor-Elect, the same holds true from the members of your District.

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.
3. Knowledge of parliamentary procedure.
4. Consideration for the ideas and thoughts of others.
5. Creativity to translate dreams of International Officers into practical realities.
6. Ability to come to consensus with others without giving up personal principles.
7. Strength to maintain an unpopular position when necessary.
8. Be familiar with the Bylaws of Optimist International.
9. Review minutes of past Board of Directors meetings.
10. Understand fiduciary responsibilities.
11. Make decisions that are good for the organization.
12. International Officers and Club Presidents should lend support for the Optimist International Foundation or the Canadian Children's Optimist Foundation.

**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/She shall perform such duties as usually pertain to the office of the President.

**PRIMARY RESPONSIBILITY:**

By virtue of your election to the Board of Directors the members of Optimist International have expressed their confidence and entrusted you, in accordance with the laws of the State of Missouri, the personal and fiduciary duty to assume and exercise, in good faith, and with due diligence, responsibility for the legal and financial governance, and the best interests, of Optimist International. Further to serve under the control of, and in accordance with the actions and direction of the full Board of Directors, and the Bylaws of Optimist International.

**SPECIFIC RESPONSIBILITIES:**

- Communicate on a regular basis with Vice Presidents, other District Leaders, and Committee Chairs promoting growth at every opportunity
- Appoint International Committee Members and Board Liaisons
- Serve as Chief Spokesman for Optimist International
- Serve as Chair of the International Convention
- Oversee use of the Optimist International logo and trademark
- Respond to specific District requests, e.g. fund raising, activities, special conventions
- Perform such 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 necessary 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
- Communicate and interact with the Executive Director
- Set Agenda for Board of Directors meetings in consultation with the Immediate Past President and Executive Director.
- Speak to issues at Board of Directors meetings.

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**JOB DESCRIPTION**

**POSITION TITLE:** President (cont'd)

Prioritize issues on the Board agenda  
Serve as Ex officio member of all Committees (except Convention 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 Board approval for hiring/removing/suspending the Executive Director.  
Secure 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  
Lead by example through sponsorship of new clubs and members  
Assume all responsibilities given to the Board of Directors At-Large members  
Be willing to subordinate any local or District Optimist interest to the general interest of all members of the organization in carrying out the duties as the President.

**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.

**PRIMARY RESPONSIBILITY:**

By virtue of your election to the Board of Directors the members of Optimist International have expressed their confidence and entrusted you, in accordance with the laws of the State of Missouri, the personal and fiduciary duty to assume and exercise, in good faith, and with due diligence, responsibility for the legal and financial governance, and the best interests, of Optimist International.

**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
- Lead by example through sponsorship of new Clubs and members
- Be willing to subordinate any local or district Optimist interest to the general interest of all members of the organization in carrying out the duties as the Immediate Past President.
- Complete and provide a confidential evaluation/recommendation for each Vice President, Committee Chair, Board Member and other notable potential leaders who served on your team by October 15 of the year your term ends. Evaluations/recommendations will then be forwarded to the OI CQ Committee for their consideration.

**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/her by the President or Board of Directors.

**PRIMARY RESPONSIBILITY:**

By virtue of your election to the Board of Directors the members of Optimist International have expressed their confidence and entrusted you, in accordance with the laws of the State of Missouri, the personal and fiduciary duty to assume and exercise, in good faith, and with due diligence, responsibility for the legal and financial governance, and the best interests, of Optimist International.

**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/her 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/her year

Select chairpersons and members for committees and Board Liaisons to committees by:

- a) making every attempt to maintain some sense of continuity on each committee;
- b) where possible and practical, select newer Optimist leaders on appropriate committees;
- c) take under advisement the general recommendations of the Candidate Qualifications Committee for future leaders of the organization for committee appointments; and
- d) consult your fellow Board members and senior staff for their input and suggestions.

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

Lead by example through sponsorship of new clubs and members

Be willing to subordinate any local or District Optimist interest to the general interest of all members of the organization in carrying out the duties as the President-Elect.

LETTER OF UNDERSTANDING  
BETWEEN  
OPTIMIST INTERNATIONAL  
AND  
PRESIDENTIAL CANDIDATE

Your name will be placed on the ballot as a candidate for the position of President of Optimist International for the year commencing October 1, 20\_\_.

Should you agree to this Letter of Understanding, your name will be placed on the ballot for the office of President-Elect. If you are elected by the delegates, you will be asked to fill the most important and visible position in the organization. This position requires a significant commitment from you, and your family, as to time, energy, patience, flexibility, and some financial sacrifice during the year of your Presidency, as well as the year immediately prior and the two following years. There will be significant travel involved and your personal life will be disrupted. In return for this unusual commitment, the organization is prepared to offer an opportunity for an experience of a lifetime which only a very few will ever enjoy. You will be challenged to a personal growth opportunity which will leave you exhausted at the end of this period, but with many unforgettable memories which will far outweigh any sacrifice which you will have made.

Following are some of the more important factors which need to be considered before accepting this unique responsibility:

Optimist International Agrees To:

1. Provide necessary volunteer and staff support toward achieving the goals of your years.
2. Provide necessary resources in people, time, supplies, etc. needed to make your Optimist year successful.
3. Reimburse expenses in accordance with Optimist International Policy.

Presidential Candidate Agrees To: (please initial each item)

- \_\_\_ 1. Growth (including Membership and New Club Building) is the number one priority for your Club/District/Region/Organization.
- \_\_\_ 2. Be available for the positions of responsibility and dedicate the necessary time and energy toward achieving the assigned goals.
- \_\_\_ 3. Be financially stable and able to accept these positions without creating undue hardships in respect to finances or employment status.
- \_\_\_ 4. Have no significant legal, business, or personal problems which might cause an embarrassment to the organization.

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- \_\_\_ 5. Be able and willing to travel extensively by air and other transportation means.
- \_\_\_ 6. Be physically capable of handling the demands of this position, and have no known serious health problems which might restrict activity.
- \_\_\_ 7. Be prepared to support and uphold the Bylaws as well as the Policies of Optimist International.
- \_\_\_ 8. Be willing to subordinate any local or District Optimist interest to the general interest of all members of the organization in carrying out the duties as the President.
- \_\_\_ 9. Acknowledge that under the Missouri Non-Profit Corporation Act, the Board of Directors is responsible for conducting the business of the corporation, and thus the President shall abide by all Board policies, resolutions, and directives.
- \_\_\_ 10. Per OI Bylaws, Article VI, Section 2, the President shall be the CEO exercising general supervision over the interests and affairs of Optimist International, subject to the direction of the Board.
- \_\_\_ 11. Also, per OI Bylaws, Article VI, Section 2 : The President shall have authority to expend only such funds which are made available for official use in such amounts as specifically authorized by vote of the Board of Directors. Any increased funds made available through amendment of the original budget established for any fiscal year may be authorized only by a ¾ vote of the Board of Directors.
- \_\_\_ 12. Understand and acknowledge that the Sarbanes-Oxley Act of 2002 places direct fiduciary & personal responsibility and liability on the Board to use due diligence and oversight in all actions taken or considered by the Board.
- \_\_\_ 13. Authorize for a confidential Criminal Background Check and Credit Report administered by Optimist International staff.
- \_\_\_ If prior to election you becomes aware of any significant change in your personal status that may negatively affect your ability to serve, you will immediately notify the Chair-of the Candidate Qualifications Committee.
- \_\_\_ Please note: If your spouse accompanies you in your travels, any reimbursement to him/her may result in a tax liability.

\_\_\_\_\_  
Presidential Candidate

\_\_\_\_\_  
CQ Committee Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**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.

**PRIMARY RESPONSIBILITY:**

By virtue of your election to the Board of Directors the members of Optimist International have expressed their confidence and entrusted you, in accordance with the laws of the State of Missouri, the personal and fiduciary duty to assume and exercise, in good faith, and with due diligence, responsibility for the legal and financial governance, and the best interests, of Optimist International. As an elected Director-At-Large, you also have the specific charge of a focus on the long term welfare of Optimist International, and to ensure that Board directives, policy, and financial budget matters are adhered and conformed to by all in the organization, elected or appointed. And under the Missouri Non-Profit Corporation Act, acknowledge that the Board of Directors is responsible for conducting the business of the corporation.

**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 as an important part of daily life.
- Continue active involvement in your 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.
- Lead by example through sponsorship of new clubs and members
- Be willing to subordinate any local or District Optimist interest to the general interest of all members of the organization in carrying out the duties as a Board member.



LETTER OF UNDERSTANDING  
BETWEEN  
OPTIMIST INTERNATIONAL  
AND  
DIRECTOR AT LARGE OF THE BOARD OF DIRECTORS

Your name will be placed on the ballot for a member of the Board of Directors of Optimist International for a three year term.

Should you agree to this Letter of Understanding, you will be asked to fill a very important position in our organization. It will require that you fully understand the Constitution and Bylaws as well as the International Board Policies (which will be sent to you upon your election). The position will require your dedication, loyalty, energy, and also a significant amount of time, as well as the support of the organization's Mission and Programs.

Following are some of the more important factors which need to be considered before accepting this responsibility:

Optimist International Agrees To:

1. Offer ongoing support by the President and staff toward achievement of the organization's goals.
2. Provide necessary information, supplies, etc. needed to make the position successful.
3. Reimburse expenses in accordance with Optimist International Policy.

Board Member at Large Agrees To: (please initial each line)

- \_\_\_ 1. Growth (including Membership and New Club Building) is the number one priority for your Club/District/Region/Organization.
- \_\_\_ 2. Be available for this position and to dedicate the necessary time and energy toward achieving assigned goals.
- \_\_\_ 3. Be financially stable to accept this position without creating undue hardship in respect to your finances or employment status.
- \_\_\_ 4. Have no significant legal, business, or personal problems which might cause an embarrassment to the organization.

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- \_\_\_ 5. Be prepared to subordinate any local or District Optimist interest to the general interest of all members of the organization.
- \_\_\_ 6. Be physically capable of handling the demands of this position, and have no known serious health problems which might restrict your activity.
- \_\_\_ 7. If prior to election you becomes aware of any significant change in your personal status that may negatively affect your ability to serve, you will immediately notify the Chair of the Candidate Qualifications Committee.
- \_\_\_ 8. Be committed to serve the full term for which you have been elected to the Board of Directors.
- \_\_\_ 9. Acknowledge that under the Missouri Non-Profit Corporation Act, the Board of Directors is responsible for conducting the business of the corporation.
- \_\_\_ 10. Acknowledge that per Optimist International Bylaws, Article VI, Section 2, the President shall be the CEO exercising general supervision over the interests and affairs of Optimist International, subject to the direction of the Board.
- \_\_\_ 11. Also, per Optimist International Bylaws, Article VI, Section 2, The President shall have authority to expend only such funds which are made available for official use in such amounts as specifically authorized by vote of the Board of Directors. Any increased funds made available through amendment of the original budget established for any fiscal year may be authorized only by a  $\frac{3}{4}$  vote of the Board of Directors.
- \_\_\_ 12. Understand and acknowledge that the Sarbanes-Oxley Act of 2002 places direct fiduciary & personal responsibility and liability on the Board to use due diligence and oversight in all actions taken or considered by the Board.
- \_\_\_ 13. Authorize a confidential Criminal Background Check and Credit Report administered by Optimist International staff.

\_\_\_\_\_  
Board Member Candidate

\_\_\_\_\_  
CQ Committee Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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 plans ~~is~~ are 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 -and represent the organization to the members of your Region during the year.

Continue active involvement in your local Club.

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

Lead by example through sponsorship of new Clubs and members.

Be willing to subordinate any local or District Optimist interest to the general interest of all members of the organization in carrying out the duties as a Vice-President.

A Vice President shall not hold any other international appointments during their year as Vice President.

(cont'd)

**JOB DESCRIPTION**

**POSITION TITLE:** Vice Presidents (continued)

**SPECIFIC RESPONSIBILITIES:**

- I. Objective
  - A. To be an effective Growth, Marketing and Communication spokesperson to each District in your Region.
  
- II. Written Communications
  - A. Continue to familiarize yourself 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 your 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 the Annual Convention of both years as VP and VP-Elect
  - D. Have a Regional meeting of assigned Districts, 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 to the President
  - C. Perform such other duties as may be assigned by the President and/or the Board of Directors.

**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.

Your role as Vice President will be to assist Districts, Zones and Clubs in your Region to grow. As such, you will lead others with your knowledge, experience, enthusiasm for Optimism and service to youth. As Vice President-Elect, your primary responsibility is to form a supportive, mentoring relationship with each Governor-Elect, to learn as much as you can about Optimist International and encourage your Governors-Elects to learn as well, and to follow the duties and guidelines as stated in the Vice President's Planning Calendar.

**SPECIFIC RESPONSIBILITIES:**

Communicate on a regular basis with all leaders in the organization promoting growth at every opportunity  
Prepare and recommend duties to help the Governors-Elect in your Region  
Familiarize yourself with Districts in Region by reviewing each District's Policies  
Lead by example through sponsorship of new clubs and members  
Be willing to subordinate any local or district Optimist interest to the general interest of all members of the organization in carrying out the duties as a Vice President-Elect.

- 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

(cont'd)

JOB DESCRIPTION

POSITION TITLE: Vice Presidents-Elect (cont'd)

II. Written Communications (cont'd)

- B. Read and understand all written materials issued during the year.
  - 1. All Board minutes of the 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 the 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. Offer ongoing support to the President-Elect and current President, especially with regard to Growth
- B. Perform such other duties as may be assigned by the President-Elect and/or the Board of Directors.
- C. Notify International Staff that each of the assigned Districts' Policies are in compliance with Optimist International Bylaws. (Staff will notify the District that the Policies are in compliance, received, and qualify for the requirement for District allotment distribution.)

**LETTER OF UNDERSTANDING  
BETWEEN  
OPTIMIST INTERNATIONAL  
AND  
VICE PRESIDENT-ELECT CANDIDATE**

Your name will be placed on the ballot as a candidate for the position of Vice President of Optimist International for the term from October 1, 20\_\_\_\_ to September 30, 20\_\_\_\_.

Should you agree to this Letter of Understanding, your name will be placed on the ballot. If you are elected by the delegates, you will be asked to fill an extremely important position in the organization which requires your dedication, loyalty, energy, significant amounts of time, some financial sacrifice, and support of the organization's Mission and Programs. In return, the organization is prepared to offer an opportunity for an experience of a lifetime involving a challenge toward excellence, personal growth, leadership development training, and the development of numerous friendships with members throughout the Optimist world.

A Vice President-Elect and Vice President shall not hold any other international appointments during their year as Vice President-Elect or Vice President.

Following are some of the more important factors which need to be considered before accepting this responsibility:

Optimist International Agrees To:

1. Offer ongoing support by the President and staff toward achievement of your goals.
2. Provide necessary information, supplies, etc. needed to make your Optimist year successful.
3. Reimburse appropriate expenses and pay per diem in accordance with the International Travel and Expense Reimbursement Policy.

Vice President-Elect Candidate Agrees To: (please initial each line)

- \_\_\_ 1. Growth (including Membership and New Club Building) is the number one priority for your Club/District/Region/Organization.
- \_\_\_ 2. Be available for this position and to dedicate the necessary time and energy toward achieving the assigned goals.
- \_\_\_ 3. Be financially stable and able to accept this position without creating an undue hardship in respect to finances or employment status.

- \_\_\_ 4. Have no significant legal, business, or personal problems which might cause an embarrassment to the organization.
- \_\_\_ 5. Be able and willing to travel extensively by air and other transportation means.
- \_\_\_ 6. Complete and provide a confidential evaluation/recommendation for each Governor and other notable potential leaders in your region by October 15 of the year your term ends. Evaluations/recommendations will then be forwarded to the OI CQ Committee for their consideration.
- \_\_\_ 7. Be physically capable of handling the demands of this position, and have no known serious health problems which might restrict activity.
- \_\_\_ 8. Be prepared to support and uphold the Constitution and Bylaws as well as the Polices of Optimist International.
- \_\_\_ 9. Be prepared to support the Mission of the organization and the Programs established by the Board of Directors.
- \_\_\_ 10. Be prepared to subordinate any local or District Optimist interest to the general interest of all members of the organization in carrying out the duties as a Vice President.
- \_\_\_ 11. If prior to election the candidate becomes aware of any significant change in personal status that may negatively affect the ability to serve, the candidate will immediately notify the Chairman of the Candidate Qualifications committee.
- \_\_\_ 12. Be prepared to authorize a confidential Criminal Background Check administered by Optimist International staff.
- \_\_\_ 13. Understand that as an Officer of Optimist International, you are personally held financially responsible for the financial health of the organization.
- \_\_\_ Please note: If your spouse accompanies you in your travels, any reimbursement to him/her may result in a tax liability.

\_\_\_\_\_  
Vice President-Elect Candidate

\_\_\_\_\_  
CQ Committee Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



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 of 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 the 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/she 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.

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. Governors, and committee chairs. Communicate what is expected of them and make sure they are aware of resources and tools available.

(cont'd)

JOB DESCRIPTION

POSITION TITLE: Governor (cont'd)

Follow up on clubs that show interest in growth and new club building.  
Review and adhere to the Strategic Plan of the District.  
Attend OI Convention training-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 Optimist International and Clubs.  
Track progress of the District.  
Refer to and follow the Governor Checklist available on [optimistleaders.org](http://optimistleaders.org).  
Motivate and encourage Governors Assistants, Lt. Governors, Committee Chairs and Club Presidents.  
Communicate expectations with Club and District Leaders.  
Be willing to subordinate any local or District Optimist interest to the general interest of all members of the organization in carrying out the duties as the Governor.

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 Chair.

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

SECTION 6C. Governor-Elect

The Governor-Elect shall automatically become Governor on 1 October of the year following the year in which he/she 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/she is Governor-Elect.

(cont'd)

JOB DESCRIPTION

POSITION TITLE: Governor-Elect (cont'd)

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.
- Delegate training and education seminars.
- Prepare a budget for your year in conjunction with District Finance Committee.
- Consult Governor-Elect Checklist found on [optimistleaders.org](http://optimistleaders.org).
- Build at least one new club and recruit at least one new member.
- Appoint a District Secretary-Treasurer for a term of one year.
- Ensure 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. (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 of the District and Optimist International as appropriate.
- Plan and promote training for Presidents-Elect and Lieutenant Governors-Elect.
- Be involved with the District Leadership Development Committee "Catch A Rising Star."
- Review Zone Alignment.
- Collect Officer-Elect reports.
- Identify potential NCB sites.
- Identify and agree upon District meeting sites for your year.
- Review District Policies and propose changes, if necessary.
- Consider Zone boundaries and propose realignment, if necessary.
- Be willing to subordinate any local or District Optimist interest to the general interest of all members of the organization in carrying out the duties as the Governor-Elect.

LETTER OF UNDERSTANDING  
BETWEEN  
OPTIMIST INTERNATIONAL  
AND  
GOVERNOR-ELECT CANDIDATE

You have been selected as a candidate for the position of Governor-Elect of the Optimist International District of \_\_\_\_\_ for the term from October 1, 20\_\_\_\_ to September 30, 20\_\_\_\_\_.

If you are elected by the District delegates, you will be asked to fill an extremely important position in the organization which requires your dedication, loyalty, energy, significant amounts of time, some financial sacrifice, and support of the District's Mission and Programs. In return, the District is prepared to offer an opportunity for an experience of a lifetime involving a challenge toward excellence, personal growth, leadership development training, and the development of numerous friendships with members throughout the Optimist world.

Following are some of the more important factors which need to be considered before accepting this responsibility:

Optimist International Agrees To:

1. Offer ongoing support by the President and staff toward achievement of your goals.
2. Provide necessary information, supplies, etc. needed to make your Optimist year successful.
3. Reimburse appropriate expenses and pay per diem in accordance with the International Travel and Expense Reimbursement Policy.

Governor-Elect Candidate Agrees To: (please initial each line)

- \_\_\_ 1. Growth (including Membership and New Club Building) is the number one priority for your Club/District/Region/Organization.
- \_\_\_ 2. Be available for this position and to dedicate the necessary time and energy toward achieving the assigned goals.
- \_\_\_ 3. Be financially stable and able to accept this position without creating an undue hardship in respect to finances or employment status.

(cont'd)

- \_\_\_ 4. Have no significant legal, business, or personal problems which might cause an embarrassment to the organization.
- \_\_\_ 5. Be able and willing to travel extensively by air and other transportation means.
- \_\_\_ 6. Complete and provide a confidential evaluation/recommendation for each District Committee members and other notable potential leaders in your District by October 15 of the year your term ends. Evaluations/recommendations will then be forwarded to the District CQ Committee for their consideration.
- \_\_\_ 7. Be physically capable of handling the demands of this position, and have no known serious health problems which might restrict activity.
- \_\_\_ 8. Be prepared to support and uphold the Bylaws as well as the Polices of Optimist International.
- \_\_\_ 9. Be prepared to support the Mission of the organization and the Programs established by the Optimist International Board of Directors.
- \_\_\_ 10. Be prepared to subordinate any local or District Optimist interest to the general interest of all members of the organization in carrying out the duties as a Governor.
- \_\_\_ 11. If prior to election the candidate becomes aware of any significant change in personal status that may negatively affect the ability to serve, the candidate will immediately notify the Chairman of the District Candidate Qualifications committee.
- \_\_\_ 12. Be prepared to authorize a confidential Criminal Background Check administered by Optimist International staff.
- \_\_\_ Please note: If your spouse accompanies you in your travels, any reimbursement to him/her may result in a tax liability.

\_\_\_\_\_  
Governor-Elect Candidate

\_\_\_\_\_  
District CQ Committee Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

(Jul 2012; Feb 2013; Dec 2013; Apr 2015; Apr 2016; Mar 2017; Mar 2019)