

CLUB PRESIDENT

Community service. That's what you came on board Optimist International to do. Your fellow Club members have elected you to serve as their President. As President you will not only do community service, you will lead your Club members in doing community service. You have a great opportunity to impact your Club and your community. As Club President, you will conduct regular Club meetings and monthly Club Board meetings, serve on the District Board, and serve as the Club's representative at District and Zone meetings.

	Learn about your resources	<p>Become familiar with:</p> <ul style="list-style-type: none"> • Your role and duties • New Club and JOOI Club building • Membership recruitment and retention • New member induction ceremonies • Recognition Handbook • Website information at http://www.optimist.org/, http://www.optimistleaders.org/ and http://www.optimistmail.org/ • International Programs Department, and the regulations/deadlines relative to Community Projects Awards (CPA), scholarship competitions, banner patch applications and Annual Activities Reports.
	Helpful hints	<ul style="list-style-type: none"> • Read all mail from the District and Optimist International, and pass along the information from the publications to Club members. • Encourage all officers and Chairs to study their materials. • Give appreciation for every job performed by members. A “pat on the back” goes a long way. • If Club problems arise, discuss them at a meeting of the Board or consult District leaders or Optimist International staff. • Keep good records to pass along to your successor. Officers and Chairs should brief their counterparts in the succeeding administration.
April / May	Register for Optimist International Convention	You will receive considerable training at the International Convention and should take advantage of the opportunity to interact with fellow Optimists from throughout the world. Early bird registration rates end April 15. Register for Convention and housing.
June	Prepare your budget	In cooperation with Secretary/-reasurer and Secretary-Treasurer-Designate, begin developing a

		budget.
July	Attend International Convention	Attend all special President-Elect training at the Optimist International Convention.
July / August	Plan your year	Plan a Club calendar. Include items such as: <ul style="list-style-type: none"> • Club meeting dates • Club Board meeting dates • Due dates for both District and Optimist International dues • Scheduled Zone Meetings • Scheduled District Conferences • Start and completion deadlines of known projects
	Appoint your Committees and communicate roles and goals	<p>Appoint Chairs and members to committees. Select Club Secretary-Treasurer and Club Foundation Representative and be prepared to request approval of those appointments at the October Board Meeting.</p> <p>Designate specific responsibility of supervising a group of Committees to each Vice President and ask them to brief you on them monthly.</p> <p>Activate all committees and ask that planning get underway to “hit the ground running” on October 1.</p> <p>Planning a strong program that includes membership recruitment and retention as well as new Club building is vital to the growth of your Club and our organization.</p> <p>In cooperation with Committee Chairs and Board, establish goals for the Club and encourage Chairs to develop plans for achieving goals.</p>
	Promote attendance at District Convention	Encourage Club officers and Club members to attend the District Convention.
August / September	Attend District Convention	You will receive valuable training at the District Convention as well as have the opportunity to learn the goals of the District for the coming year. Participate in the workshops and build relationships to achieve goals in the coming year.
	Status of planning	Check with Chairs to ensure planning is underway. Check on the Membership Committee’s plans for enrolling, inducting, educating, and involving new members. Effective, impressive inductions are a must.

		New Club building is a tremendous community service project. In cooperation with the NCB Chair, identify site and file NCB Sponsor Permission Request. Begin work now to bring in the Club during your year.
September	Prepare to conduct Board meetings	As Club President, you conduct the Board meetings . <ul style="list-style-type: none"> • Understand the purpose of Boards and Board meetings. • /Board_of_Directors.pdf • Schedule monthly Board Meetings. • Prepare and use an agenda for each monthly Board meeting. In addition to routine agenda items, business at the October Board meeting includes: <ul style="list-style-type: none"> • Approval of Secretary/Treasurer selected by Club President. • Approval of Club Foundation Representative
	Prepare to conduct Club meetings	You preside over all Club meetings so be prepared to lead beginning with the first meeting in October. <ul style="list-style-type: none"> • Prepare and use an agenda for each Club meeting. • Have a program at each meeting. • Do not conduct business at meetings. (Business should be handled in Committee and Board meetings. – Members should be invited to attend these meetings as well.)
September / October	Meet with Lt. Governor	Your Zone Lt. Governor is a valuable resource to you and your Club. As your direct link with Optimist International, the Lt. Governor is ready to assist you in being a successful Club President. In order to know the goals of you and your Club, the Lt. Governor will meet with you, your Board and the Committee Chairs you designate to discuss the goals for the coming year. Together, you will complete an Annual Club Planning Conference report that enables Optimist International, your District Governor, and Lt. Governor to know the goals you aspire to achieve as well as the challenges you face.
October	Conduct Club meetings	Make meetings fun, interesting, and informative!
	Conduct monthly Board meeting	Agenda should include: <ul style="list-style-type: none"> • Monitor Club finances by requiring a financial report from the Secretary-Treasurer at each Board meeting.

		<ul style="list-style-type: none"> Review progress to goals established during the Annual Club Planning Conference and in accordance with the Recognition Handbook. Remember the Recognition Handbook is a measuring stick of accomplishments by your Club. Review projects and programs underway, especially Essay Contest and Oratorical Contest planning.
	Club Foundation Representative Appointment Form	Submit form to notify Optimist International Foundation of Club Foundation Representative.
	Submit Club Roster Adjustments	As members are added or deleted, Club Secretary-Treasurer must submit Club Roster Adjustment to Optimist International, Member Services with Club President's signature. You may also submit changes directly on line at http://www.optimistleaders.org/
	Optimist International Dues	Insure Secretary-Treasurer pays first installment of Optimist International dues.
	District Dues	Insure Secretary-Treasurer pays first installment of District dues.
October / November	Attend 1 st Quarter District Conference	Attend and participate in workshops and Board meeting.
November	Youth Appreciation Week	Provides Clubs an opportunity to recognize youth for their talents in the arts, athletics, academics, and for contributions to community. Youth Appreciation Week is the second full week of November, beginning with Monday.
	Conduct Club meetings	Make meetings fun, interesting, and informative!
	Conduct monthly Board meeting	<p>Agenda should include:</p> <ul style="list-style-type: none"> Monitor Club finances by requiring a financial report from the Secretary-Treasurer at each Board meeting. Review progress on goals established during the Annual Club Planning Conference and in accordance with the Recognition Handbook. Review projects and programs underway. – Action should begin on Essay Contest and Oratorical Contest.
	Submit Club Roster Adjustments	As members are added or deleted, Club Secretary-Treasurer must submit Club Roster Adjustment to Optimist International, Member Services with Club President's signature or submit at http://www.optimistleaders.org/ .

December	JOOI Dues – December 15 deadline	If Club sponsors a JOOI Club: sponsorship dues and JOOI membership dues must be paid by December 9.
	Conduct Club meetings	Make meetings fun, interesting, and informative!
	Conduct monthly Board meetings	Agenda should include: <ul style="list-style-type: none"> • Monitor Club finances by requiring a financial report form the Secretary-Treasurer at each Board meeting. • Review progress on goals established during the Annual Club Planning Conference and in accordance with the Recognition Handbook. Remember the Recognition Handbook is a measuring stick of accomplishments by your Club. • Review projects and programs underway.
	Submit Club Roster Adjustments	As members are added or deleted, Club Secretary-Treasurer must submit Club Roster Adjustment to Optimist International, Member Services with Club President’s signature or online.
January	Optimist International Dues	Insure Secretary/Treasurer pays second installment of Optimist International dues.
	District Dues	Insure Secretary-Treasurer pays District dues. (If District bills in 4 increments.)
	Conduct Club meetings	Make meetings fun, interesting, and informative!
	Conduct monthly Board meetings	Agenda should include: <ul style="list-style-type: none"> • Monitor Club finances by requiring a financial report form the Secretary-Treasurer at each Board meeting. • Review progress to goals established during the Annual Club Planning Conference and in accordance with the Recognition Handbook. Remember the Recognition Handbook is a measuring stick of accomplishments by your Club. • Review projects and programs underway.
	Submit Club Roster Adjustments	As members are added or deleted, Club Secretary/Treasurer must submit Club Roster Adjustment to Optimist International, Member Services with Club President’s signature or online.
January / February	Attend 2 nd Quarter District Conference	Attend and participate in workshops and Board meeting.
February	Submit Form 990 to IRS (U.S. Clubs) – February 15 deadline	Insure Secretary-Treasurer submits Form 990 – IRS requirement if gross receipts exceed \$25,000, for Club.
	Submit District Essay Contest	To be submitted by Club to District Essay Chair

	Entry Form and Entry Fee – February 28 deadline	
	Conduct Club meetings	Make meetings fun, interesting, and informative!
	Conduct monthly Board meeting	<p>Agenda should include:</p> <ul style="list-style-type: none"> • Monitor Club finances by requiring a financial report form the Secretary-Treasurer at each Board meeting. • Review progress to goals established during the Annual Club Planning Conference and in accordance with the Recognition Handbook. Remember the Recognition Handbook is a measuring stick of accomplishments by your Club. • Review projects and programs underway.
	Submit Club Roster Adjustments	As members are added or deleted, Club Secretary/Treasurer must submit Club Roster Adjustment to Optimist International, Member Services with Club President’s signature or online.
March	Conduct Club meetings	Make meetings fun, interesting, and informative!
	Conduct monthly Board meeting	<p>Agenda should include:</p> <ul style="list-style-type: none"> • Monitor Club finances by requiring a financial report form the Secretary-Treasurer at each Board meeting. • Review progress to goals established during the Annual Club Planning Conference and in accordance with the Recognition Handbook. Remember the Recognition Handbook is a measure stick of accomplishments by your Club. • Review projects and programs underway.
	Submit Club Roster Adjustments	As members are added or deleted, Club Secretary/Treasurer must submit Club Roster Adjustment to Optimist International, Member Services with Club President’s signature or submit thru http://www.optimistleaders.org/ .
April	Optimist International Dues	Insure Secretary-Treasurer pays third installment of Optimist International dues.
	District Dues	Insure Secretary-Treasurer pays District dues.
	Optimist International Convention Registration	Early bird registration rates end April 15. Register for convention and housing.
	Conduct Club meetings	Make meetings fun, interesting, and informative!
	Conduct monthly Board meeting	<p>Agenda should include:</p> <ul style="list-style-type: none"> • Monitor Club finances by requiring a financial report form the Secretary-Treasurer

		<p>at each Board meeting.</p> <ul style="list-style-type: none"> Review progress to goals established during the Annual Club Planning Conference and in accordance with the Recognition Handbook. Remember the Recognition Handbook is a measuring stick of accomplishments by your Club. Review projects and programs underway, especially the CCDHH, Respect for Law and Day of Non-Violence.
	Submit Club Roster Adjustments	As members are added or deleted, Club Secretary/Treasurer must submit Club Roster Adjustment to Optimist International, Member Services with Club President's signature or submit thru http://www.optimistleaders.org/ .
April / May	Attend 3 rd Quarter District Conference	Attend and participate in workshops and Board meeting.
May	Officer-elect Report to Optimist International – May 20 deadline	
	Conduct Club meetings	Make meetings fun, interesting, and informative!
	Conduct monthly Board meeting	<p>Agenda should include:</p> <ul style="list-style-type: none"> Monitor Club finances by requiring a financial report from the Secretary-Treasurer at each Board meeting. Review progress to goals established during the Annual Club Planning Conference and in accordance with the Recognition Handbook. Remember the Recognition Handbook is a measuring stick of accomplishments by your Club. Review projects and programs underway, especially Optimist International Jr. Golf Contest.
	Submit Club Roster Adjustments	As members are added or deleted, Club Secretary/Treasurer must submit Club Roster Adjustment to Optimist International, Member Services with Club President's signature or online.
June	Conduct Club meetings	Make meetings fun, interesting, and informative!
	Conduct monthly Board meeting	<p>Agenda should include:</p> <ul style="list-style-type: none"> Monitor Club finances by requiring a financial report from the Secretary-Treasurer at each Board meeting. Review progress to goals established during the Annual Club Planning Conference and in

		<p>accordance with the Recognition Handbook. Remember the Recognition Handbook is a measuring stick of accomplishments by your Club.</p> <ul style="list-style-type: none"> • Review projects and programs underway.
	Submit Club Roster Adjustments	As members are added or deleted, Club Secretary-Treasurer must submit Club Roster Adjustment to Optimist International, Member Services with Club President's signature or submit thru http://www.optimistleaders.org/ .
July	Optimist International Dues	Insure Secretary-Treasurer pays fourth installment of Optimist International dues.
	District Dues	Insure Secretary-Treasurer pays District dues. (If District bills in 4 increments.)
	Attend International Convention	Club Officers, Officers-elect, and Club members are encouraged to attend the International Convention. The Convention is an opportunity to interact with fellow Optimists, receive training, select the International President and International President-elect for the following year, and have your Club's voice heard about amendments and policies before the Convention attendees.
	Conduct Club meetings	Make meetings fun, interesting, and informative!
	Conduct monthly Board meeting	<p>Agenda should include:</p> <ul style="list-style-type: none"> • Monitor Club finances by requiring a financial report form the Secretary-Treasurer at each Board meeting. • Review progress to goals established during the Annual Club Planning Conference and in accordance with the Recognition Handbook. Remember the Recognition Handbook is a measuringstick of accomplishments by your Club. • Review projects and programs underway.
August	Conduct Club meetings	Make meetings fun, interesting, and informative!
	Conduct monthly Board meetings	<p>Agenda should include:</p> <ul style="list-style-type: none"> • Monitor Club finances by requiring a financial report form the Secretary-Treasurer at each Board meeting. • Review progress to goals established during the Annual Club Planning Conference and in accordance with the Recognition Handbook. Remember the Recognition Handbook is a measure stick of accomplishments by your Club.

		<ul style="list-style-type: none"> Review projects and programs underway.
	Submit Club Roster Adjustments	As members are added or deleted, Club Secretary/Treasurer must submit Club Roster Adjustment to Optimist International, Member Services with Club President's signature or submit thru http://www.optimistleaders.org/ .
	President's Citation – August 31 deadline	One member per Club may be recognized as an "Outstanding Optimist Club Member". Club President is to submit the request form to Recognition Department of Optimist International.
August / September	Attend District Convention	Club Officers, Officers-elect, and Club members are encouraged to attend the District Convention. The Convention is an opportunity to interact with fellow Optimists, receive training, and select the Governor and Governor-elect for the following year.
September	Conduct Club meetings	Make meetings fun, interesting, and informative!
	Conduct monthly Board meeting	<p>Agenda should include:</p> <ul style="list-style-type: none"> Monitor Club finances by requiring a financial report form the Secretary-Treasurer at each Board meeting. Review progress to goals established during the Annual Club Planning Conference and in accordance with the Recognition Handbook. Remember the Recognition Handbook is a measuring stick of accomplishments by your Club. Review projects and programs underway.
	Community Projects Award Booklets – September 30 deadline	Entry of youth or community service projects in District competition must be submitted no later than September 30. Submission of the CPA is a requirement of Honor and Distinguished Club.
	Club Roster Adjustment Forms – Postmark no later than September 30	Club Roster Adjustment Forms to be counted for current year must be postmarked by official post office no later than September 30. Those with later postmark or received after September 30 will count in next administrative year. For email, fax or online (www.optimistleaders.org) the deadline is 11:59 pm.
	President's Pride Report -- September 30 deadline	Report of activities sponsored by Club or in which Club participates must be submitted to District Secretary/Treasurer by October 10.

02-15-06