

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 JOI Club building • Membership recruitment and retention • New member induction ceremonies • Recognition Policies • Website information at "optimist.org", • International Programs and the regulations/deadlines relative to scholarship competitions, and Club Pride Report • You may want to review the Optimist International Bylaws & Board Policies located on the Optimist website.
	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. • Confirm District deadline of Oratorical and/ or CCDHH paperwork with District chairs. • Encourage all officers and Chairs to study their materials. • Show 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.
	Youth Appreciation	Provides Clubs an opportunity to recognize youth for their talents in the arts, athletics, academics, and for contributions to community. Youth Appreciation activities are scheduled at the discretion of the Club.
April/May	<p>Register and book housing for Optimist International Convention Sun, June 28-Wed, July 1 Renaissance Schaumburg Convention Center Hotel 1551 N Th0oreau Dr, Schaumburg, IL 60173 800/468-3571 or 847/303-4100</p>	<p>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 registrations rates end May 1. Members can request or download a registration form and send completed forms to Optimist International or register online. Forms and online registration are available at www.optimist.org/convention. An extension to the early bird deadline for a Club President-Elect elected after May 1 will be considered and is subject to</p>

		review.
	Optimist Junior Golf Program	Make a donation to your Optimist District Junior Golf Qualifier -- Help sponsor a Junior Golfer to attend the Optimist International Junior Golf Championships held

		in July. Then invite that child and family to attend your Club Meeting to speak about their experience.
June	Prepare your budget	In cooperation with Secretary-Treasurer and Secretary-Treasurer-Designate, begin developing the Club budget. Look for online voting instructions for election of International Officers.
June/July	Attend International Convention Sun, June 28-Wed, July 1	Attend Opening Ceremonies, all Business Sessions, special President-Elect training and select workshops to make the best use of your time at the Optimist International Convention. You will also benefit from and enjoy the networking and fellowship by attending featured events and optional meals.
July	Access and complete Club President's Training	Optimist International will send information on how to access Training modules that must be completed annually upon receipt of Club Officer-Elect report. Training will be monitored by OI, District Leadership Development chair, Lt. Governor and Governor to ensure completion. To prepare to lead a successful Club, training should be finished as early possible.
July	Optimist International Junior Golf Championships (OIJGC) Held at Trump National Doral (Miami)	Boys 10-11, 12-13, Girls 10-12, July 16-21, 2019 Boys 14-15 and Girls 13-14-July 21-26 2019 Boys 16-18 and Girls 15-18-July 26-31, 2019 Track the golfers from your area to see how they are doing https://sites.google.com/site/optimistchampionships/
July/August	Plan your year. Know what is going to happen in your club 30 days before it is going to happen.	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 • Plan a fundraiser for the OI Foundation • Review, budget and raise necessary funds to attend the International Convention.

	Appoint your Committees and communicate roles and goals	<p>Appoint chairs 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>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	Club President’s Training	If Club President’s Training has not been completed, this is the time for finish.
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 plan 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 a site and contact your District New Club Building Chair and Optimist International New Club Building department. Begin work now to bring in the Club during your year.
September	Prepare to conduct Board meetings	<p>As Club President, you conduct the Board meetings.</p> <ul style="list-style-type: none"> • Understand the purpose of Boards and Board meetings. • Schedule monthly Board meetings • Prepare and use an agenda for each monthly board meeting. <p>In addition to routine agenda items, business at the October Board meeting includes:</p> <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 and provide it to Club Members 72 hours in advance. • 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 those meetings as well.)
	Club President's Training	Finish/review Club President's Training Materials as you step into this leadership role.
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 Honor Club Tracking report that enables, your District Governor and Lt. Governor to know the goals you aspire to achieve as well as the challenges you face.
OCTOBER-SEPTEMBER		
	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 from the Secretary-Treasurer at each Board meeting:
		<ul style="list-style-type: none"> • Review progress to goals established during the Honor Club Tracking meeting with Lt. Governor and in accordance with the Recognition- Policies. Remember the Recognition Policies are a measuring stick of accomplishments by your Club. • Review projects and programs underway, especially Essay Contest and Oratorical Contest planning.

	Submit Club Roster Adjustments	As members are added or deleted, Club Secretary-Treasurer must submit Club Roster Adjustment to Optimist International Members Services with Club President's signature.
	Book housing for Optimist International Convention. Rooms might be all booked up if you wait. Hyatt Regency Atlanta	Visit www.optimist.org/convention
October	Club Foundation Representative Appointment Form	Submit form to notify Optimist International Foundation of Club Foundation Representative.
	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 meetings.
January	Optimist International Dues	Insure Secretary-Treasurer pays second installment of Optimist International Dues
	Optimist International Convention Registration Open	Registration will be open Dec/Jan. Early bird registration rates end May 1. Members can request or download a registration form and send completed forms to Optimist International or register online. Forms and online registration are available at www.optimist.org/convention . An extension to the early bird deadline for a Club President-Elect elected after May 1 will be considered and subject to review.
	District Dues	Insure Secretary-Treasurer pays District dues. (If District bills in 4 increments.)
	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 <u>gross</u> receipts \$50,000 or more, file 990 or 990EZ; if gross receipts under\$50,000, electronically submit Form 990N
	Submit District Essay Contest Entry Form and Entry Fee-February 28 deadline	To be submitted by Club to District Essay Chair
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 May 1. Members can request or download a registration form and send completed forms to Optimist International or register online. Forms and online registration are available at www.optimist.org/convention . An extension to the early bird deadline for a Club President-Elect elected after May 1 will be considered and subject to review.

April/May	Attend 3 rd Quarter District Conference	Attend and participate in workshops and Board meeting.
	Optimist Junior Golf Program	Make a donation to your Optimist District Junior Golf Qualifier -- Help sponsor a Junior Golfer to attend the Optimist International Junior Golf Championships held in July. Then invite that child and family to attend your Club Meeting to speak about their experience.
May	Officer-elect Report to Optimist International - May 20 deadline	www.optimist.org
	Optimist International Convention Registration	Early bird registration rates end May 1. Members can request or download a registration form and send completed forms to Optimist International or register online. Forms and online registration are available at www.optimist.org/convention . An extension to the early bird deadline for a Club President-Elect elected after May 1 will be considered and subject to review.
MOVE UP June/July	Attend International Convention www.optimist.org/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, and have your Club's voice heard about amendments and policies before the Convention attendees.
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.)
July	Optimist International Junior Golf Championships-Trump National Doral Miami	July 11-16, 2020 - Boys 10-11, 12-13 and Girls 10-12 July 16-21, 2020 - Boys 14-15 and Girls 13-14 July 21-26, 2020 - Boys 16-18 and Girls 15-18 Track the golfers from your area to see how they are doing https://sites.google.com/site/optimistchampionships/
	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.
	Club Pride Report – September 30 deadline	Report of activities sponsored by Club or in which Club participates must be submitted to Optimist International by September 30.
	Club of the Year Deadline December 31	Submit entry for Optimist Club of the Year based on Club projects and activities from the prior year.