

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.

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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.