

### Sample Club Leadership Recruitment Chart

POSITION	NAME	TIME COMMITMENT	MAJOR PROJECTS	ZONE RESPONSIBILITY	DISTRICT RESPONSIBILITY	INTERNATIONAL RESPONSIBILITY	EXPENSES COVERED
President	David M.	Facilitate 11 Monthly Board Meetings and 50 Weekly Meetings		President or designee attend 4 Zone Mtgs.	President or designee attend 4 District Mtgs.	Complete required trainings and submit all required reports by due date	District mtgs. registration travel, meals club awards and recognitions
President Elect	To Be Filled	Attend Board Mtgs. (11) Co-Chairs Right Start Fundraiser		Attend 2 zone meetings or SuperZone mtgs.	Attend 2 District Mtgs.	Club Delegate at OI Convention	OI Conv. registration travel, hotel meals
Director Finance	To Be Filled	Attend Board Mtgs. (11)	Support Right Start, Golf Outing, and Trivia Night fundraisers, supports OIF grant application		Attend District Meeting (1)		Budget Allocation
Director Youth Programs	Kathy P.	Attend Board Mtgs. (11)	Facilitate Oratorical, CCDHH and Essay Contests and Back to School Shopping		Attend Local and District Contests		Budget Allocation
Director Programs	Carlos J.	Attend Board Mtgs. (11)	Arrange for Speakers at 3 weekly meetings per month		Attend District Meeting (1)		Budget Allocation
Director Communications	Kim P.	Attend Board Mtgs. (11)	Facilitate social media: Eblasts, FB posts, assists with print docs and marketing		Attend District Meeting (1)		Budget Allocation
Director Fellowship	To be Filled	Attend Board Mtgs. (11)	Facilitate monthly fellowship activities: community baseball game, seasonal events		Attend District Meeting (1)		Budget Allocation
Director Membership	To be filled	Attend Board Mtgs. (11)	Recruit members, supports retention, facilitates NOW and WOW gatherings		Attend District Meeting (1)		Budget Allocation
Director Community Service	To be Filled	Attend Board Mtgs. (11)	Facilitate BFKS, Girls on the Run, Power-Up, Optimists in Action, Personal Needs Drive		Attend District Meeting (1)		Member Donations

# Leadership Recruitment Chart

## Purpose

The Leadership Recruitment Chart lists all of the board level leadership positions of the club. It is intended to be summary of leadership information and a means to systematically and consistently communicate leadership opportunities.

- It is used by the club president to briefly outline for board members the requirements, commitments, typical activities and resources of the position.
- It is used by the club nominating committee to project which positions will need to be filled and to communicate to the possible candidates the requirements and commitments of the position.

## Timeline and Process

January	President confirms board members who will continue in their current positions, wish to switch to another position, and those who will not be returning to the board.
February	President appoints nominating committee and shares the Leadership Recruitment Chart which identifies open positions.
March	Nominating committee reviews the Leadership Recruitment Chart and discusses possible candidates to fill open positions.  Nominating committee members meet with potential candidates and discuss the requirements, commitments, typical activities and resources of the position for which they are under consideration. If available, position descriptions are provided. Candidates are encouraged to talk with previous board directors to learn more about the position under consideration. Candidates are encouraged to consider what new ideas and practices they could bring to the position.
April	Nominating Committee submits board member candidates to the club via email, eblast and meeting announcements.  On or before the first club meeting in May an official club meeting is called to accept the slate of officers provided by the nominating committee and to open the floor to nominations. Candidates may be approved by acclamation or vote.
May	Club Officer Elect Report is submitted to Optimist International by the President or Club Secretary by due date.