

OPTIMIST INTERNATIONAL OFFICES

Department Descriptions

4494 Lindell Boulevard - St. Louis, Missouri USA 63108
Main Phone: 800-500-8130 or 314-371-6000 Fax: 314-371-6006

(Department General Voice Mail Extension and Email Address(s) are listed next to Department)

Employee E-mail addresses: employee's first name.last name@optimist.org

For example - Benny Ellerbe: benny.ellerbe@optimist.org

SUPPLY ITEMS

Shumsky (U.S.): 877.678.2581
Ansell Awards (Canada): 800.565.7062

OFFICE OF THE EXECUTIVE DIRECTOR – Benny Ellerbe, Executive Director

Ext. 200

Executes policies, plans, financial affairs and philosophy of organization

Provides liaison to corporations, media, and governmental officials

Revenue and Member Benefits Development

Publisher: *The Optimist* magazine, Leadership *Hotline*

Corporate Development

executiveoffice@optimist.org

headquarters@optimist.org

Liaison:

Board of Directors

NEW CLUB BUILDING - Jim Boyd, Manager

Ext. 227

Process paperwork for new clubs

Assign club numbers to new clubs

Maintain listing of New Club Building Chairs, New Club Building Committee Members

Track awards-New Club Building Sponsor Club Patch

Assigns Certified Club Builders (CCBs) and Field Representatives

Develop New Club Building Materials

Maintain New Club Database online

Provide Training

Liaison:

New Club Building Committee

Send out supplies/kits

Travel within Districts for New Club efforts and programs

Consult with volunteer leaders regarding New Club Building goals and strategy

Track ongoing New Club activity across the organization

Support volunteer efforts to better connect with local communities

ADMINISTRATION AND OPERATIONS – Dana Thomas, Senior Director

Ext. 201

Human Resources

Building Operations

Switchboard/Receptionist

Liaison:

Board of Directors

Governance/Resolutions

Candidate Qualifications

Pension

Staff: Sarah Baldrige (Receptionist/Switchboard)

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Department Descriptions

LEADERSHIP DEVELOPMENT – Stephanie Monschein, Senior Director

Ext. 261

Leadership Development Programs
District Leadership Training
Certified Trainer Program
Educational Conferences at Convention
Learning Management System
Governor & Governors-Elect Conferences
Club materials
International Recognition
Reports
District Officer Assistance
General Assistance to Clubs
Online CRA (Adds)
Friends of Optimists

OI Reps to Districts
Skills Development Modules
PDP and PGI Program
Member Services
Recognition
Travel to provide member services
Document and Process:
Member Benefits
Zone Alignments
Address Changes
Disbandments/Revocations
Reinstatements
Enrollments and Deletions

leadership@optimist.org
membership@optimist.org

Liaison:

Leadership Development Committee
Club Fitness Committee
Membership Committee

Staff: Charlotte Baker (Friends of Optimists & Data Entry Manager); Jamie McNiff (Administrative Assistant); Michelle Turner (Learning Management System Administrator)

MEETINGS & SPONSORSHIPS – Ronda Vaughn, Senior Director

Ext. 205

Events & Travel
International Convention
Presidential Travel
Conference/Meetings Coordination
Optimist Travel

Meetings & Conferences Services
Convention

convention@optimist.org

Liaison:

Convention Committee

MARKETING & COMMUNICATIONS – Ronda Vaughn

Ext. 205

Marketing Aids for Clubs
Endorsed Organization
Membership Communication/Marketing Support
Social Networking/Social Media
International, District, & Club Marketing
Hotline
Electronic Email Communications
The Optimist magazine
Translation
Community Outreach

marketing@optimist.org
leadershipviews@optimist.org
magazine@optimist.org
communications@optimist.org

Liaison:

Marketing Committee

GRAPHICS - Jason Cook, Graphic Designer

Ext. 229

Graphic Design
Print Buying
International Directory

SOCIAL MEDIA - Jennifer Bagwell, Social Media Manager

Ext. 236

OPTIMIST INTERNATIONAL OFFICES

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PROGRAMS – Amy Keller, Senior Director

Torch Newsletter
JOI Board
JOI Convention
JOI Charters/Renewals/Revocations
JOI Club Awards/Scholarships
Respect For Law / Promotion of Non-Violence
Oratorical Contest

Essay Contest
Youth Appreciation
Club Pride Report
Club Fundraising Activities
CCDHH Contest
Scholarship Administration

Liaison:

JOI Clubs Committee
Activities Committee
Oratorical World Championships Committee
Childhood Health & Wellness Committee

Ext. 218

juniroptimist@optimist.org
programs@optimist.org

Staff: Josh Castleberry (Programs Coordinator)

FINANCE AND ADMINISTRATION – Connie Pellock, Chief Financial Officer

Ext. 202

Corporate finance and banking
Corporate budgeting
Club dues, fees and insurance
billings, and collections
Federal I.D. numbers for clubs

Oversees:

Use of trademark
Club foundations
District budgets and audits

Expense reports
Insurance and Bonds
Licensed Club Fund Raisers
Club Fund Raising Products Licensing
Form 990 filings
Supervises Accounting

finance@optimist.org
insurance@optimist.org
accounting@optimist.org

Liaison:

Finance Committee

Staff: Michele Ervin (Accounts Receivable Manager); Theresa Ovelgoenner (Accounts Payable Coordinator); Michelle Blackburn (Foundation Accountant); Cindy Eveker (Senior Accountant)

OPTIMIST JUNIOR GOLF – Sharon Parton, Senior Director

Ext. 207

Optimist Junior Golf Championships
Optimist Junior Tour Event
District Qualifying Tournaments
Hugh Cranford All-Scholastic Program
Junior Golf Rankings

Liaison:

Tournament of Champions
Junior Golf Committee

golf@optimist.org

INFORMATION SYSTEMS - Tom Carver, Senior Director

Ext. 243

Information Systems
Optimist Web Site

Liaison:

Technology Committee

it@optimist.org

Staff: Marcus Sheker (Information Technology Manager); Joe Dormuth (Software Developer)

OPTIMIST INTERNATIONAL OFFICES

Department Descriptions

CANADIAN SERVICE CENTRE – Jacques Pelland (until Sept. 30), Senior Director **Ext. 322**
5205 boul. Métropolitain Est, bureau 200 St-Léonard, Qc H1R 1Z7
Phone: 514-593-4401 Fax: 514-721-1104
Toll Free: 1-800-363-7151

MAINTAINS AND SERVICES ALL ASPECTS OF CANADIAN CLUBS

MEMBER SERVICES

service@optimist.org

New Club Building, Youth Clubs, Dues and Receivables, Awards, Communication,
Programs, Meeting Planning and Training, Translation, Publications, Mailings

CANADIAN MEMBER SERVICES

Staff: Béatrice Rossignol, Associate Director Members Services (325);