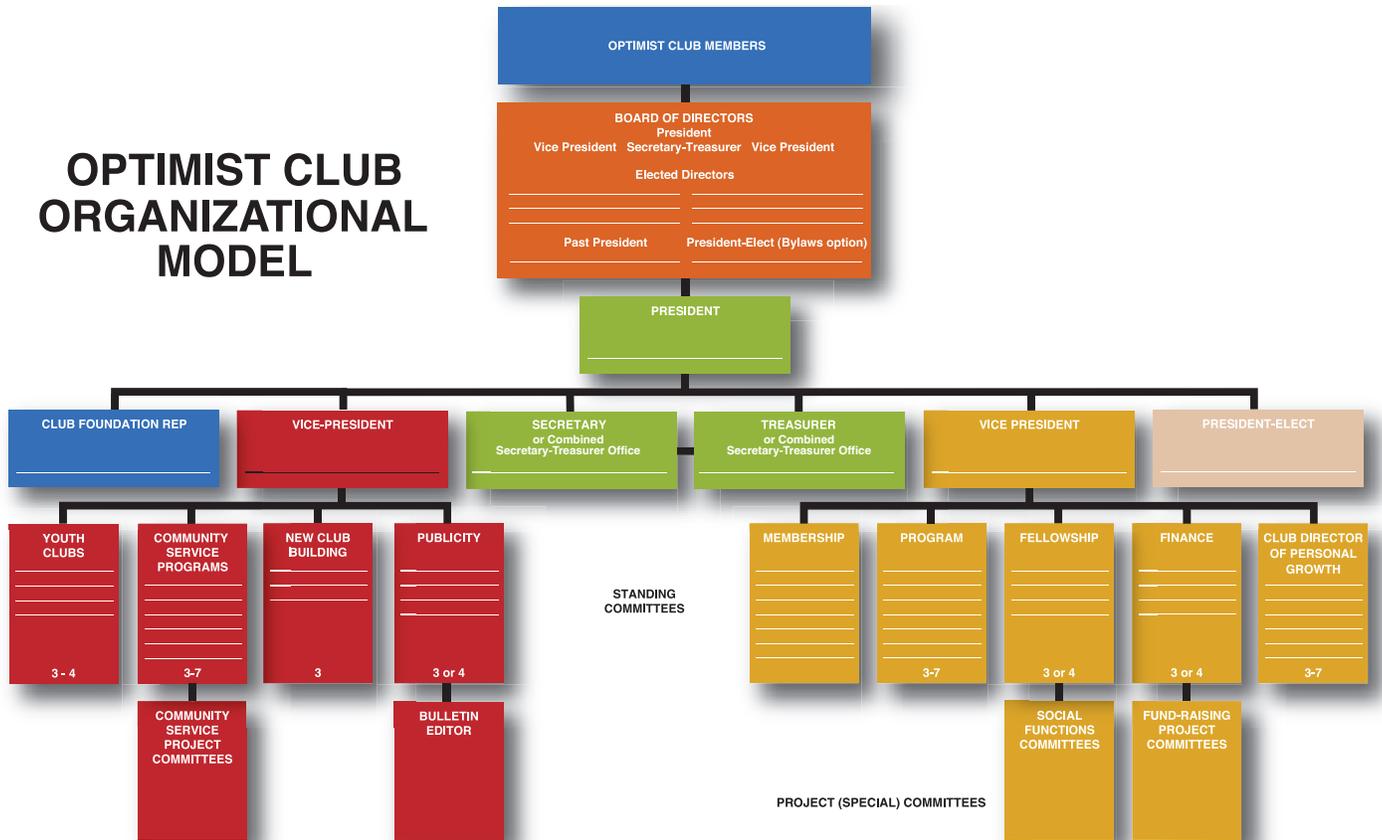# Club Organization

A clearly defined organizational structure is essential for a Club's administrative efficiency and helps establish practical lines of authority and responsibility. The model organizational chart, shown below, is based upon the experience of thousands of Optimist Clubs. Most Clubs can use the chart as is. It is recommended the President complete the chart and distribute it to every Club member.

OPTIMIST CLUB ORGANIZATIONAL MODEL

OPTIMIST CLUB MEMBERS

BOARD OF DIRECTORS
President
Vice President   Secretary-Treasurer   Vice President

Elected Directors

Past President   President-Elect (Bylaws option)

PRESIDENT

| CLUB FOUNDATION REP | VICE-PRESIDENT | SECRETARY or Combined Secretary-Treasurer Office | TREASURER or Combined Secretary-Treasurer Office | VICE PRESIDENT | PRESIDENT-ELECT |

STANDING COMMITTEES

| YOUTH CLUBS | COMMUNITY SERVICE PROGRAMS | NEW CLUB BUILDING | PUBLICITY | | MEMBERSHIP | PROGRAM | FELLOWSHIP | FINANCE | CLUB DIRECTOR OF PERSONAL GROWTH |
| 3 - 4 | 3-7 | 3 | 3 or 4 | | | 3-7 | 3 or 4 | 3 or 4 | 3-7 |

COMMUNITY SERVICE PROJECT COMMITTEES

BULLETIN EDITOR

SOCIAL FUNCTIONS COMMITTEES

FUND-RAISING PROJECT COMMITTEES

PROJECT (SPECIAL) COMMITTEES

Duties of Officers and Directors

Board of Directors
(The Board of Directors shall consist of the President; the Vice President(s); the Secretary-Treasurer; President-Elect (Bylaws option), plus the elected number of Directors, each of whom shall have the right to vote.)

The Board of Director's (elected) tasks are to:
- Determines policies
- Make long-term and short-term plans
- Elect and delete members
- Supervise Club activities
- Activate Club Committees
- Provide for annual review of Club books
- Fill vacant offices between elections
- Determine causes for and initiate plans to correct excessive member loss and low attendance

The President's (elected) tasks are to:
- Coordinate and encourage the implementation of Club programs and policies
- Preside at Club and Board meetings

- Represent the Club to the community and various levels of Optimist International
- Make necessary appointments
- Serve on the District Board of Directors
- Work with the Club Director of Personal Growth to encourage personal/professional member development

The Vice President's (elected) tasks are to:
(A Club may have up to 2 elected Vice Presidents)
- Serve as a liaison between the Board of Directors and a group of Committees
- Preside at Club and Board meetings in the President's absence
- Serve on the Board of Directors
- Perform duties ordinarily incumbent upon Vice Presidents
- Perform duties assigned by the President

The Secretary-Treasurer's (appointed by President) tasks are to:
(A Club may have a combined Secretary-Treasurer's Office, or two separate offices)
- Maintain minutes of Club and Board meetings
- Receive and disburse all Club funds
- Keep financial records
- Handle Club correspondence
- Prepare and file Club reports
- Maintain membership, awards, and attendance records

Top 10 Reasons to Use Club Organizational Model

1. It can be adapted to a particular Club's needs without changing the basic concept.
2. It can be easily adapted to fit any Club size.
3. It provides an efficient chain of communications.
4. It provides sufficient back up to insure all Club functions.
5. It allows for the involvement of every Club member.
6. It is complete. All necessary Club activities are represented.
7. It releases the President for Board administrative functions.
8. It utilizes the talent and ability of all officers and Directors.
9. It provides opportunities for training future Club leaders.
10. It has been proven to be effective by thousands of Clubs over the years.

Recommendations On Adapting the Model to Fit Your Club

Small Clubs (approximately 30 or fewer members)
- Each Vice President is a liaison between a group of Committees and the Board of Directors.
- Each elected Director should be assigned to one Committee.
- In the small Club, the Past President and the Past President and the six elected Directors may each be Chair of a Committee
- If necessary, a Club member may serve on more than one Committee.

Medium Clubs (approximately 30 to 75 or members)
- In a Club this size, a Director should not be a Committee Chair.
- Be sure every member has a committee assignment before assigning them to more than one standing Committee.

Large Clubs (approximately 75 or more members)

- The same as for the medium Club except the functions of most Committees may be divided between two or more Committees.
- Example: Membership responsibilities may be split into a Recruitment Committee and an Education Committee.
- Clubs with a large number of Committees can improve the efficiency of the organization by assigning the elected Directors as liaison between two or three Committees and a Vice President.