

## GOVERNOR-ELECT

No greater honor can be paid you as an Optimist than to be asked to stand for nomination as Governor by fellow-Optimists. The time before becoming Governor can be spent observing conferences and the convention, noting “what worked well/what could be improved”, seeking information from fellow-Optimists and Past Governors, and planning the year you will be Governor. As Governor-Elect, you will serve on some Committees in your District that will give you additional experience and involvement for your year as Governor.

<p>District Convention</p>	<p>You are elected and begin to plan</p>	<p>Following election at District Convention, meet with Optimist International representative to complete contact information, to discuss any ideas you have for planning, and identify a mentor from Past Governors.</p> <p>Make notes during the District Convention to recommend adjustments in training for the upcoming District Convention in which your Lieutenant Governors, Presidents, and Secretary/Treasurers will be trained. Review the leadership development training and consider:</p> <ul style="list-style-type: none"> <li>• How did it go?</li> <li>• Was it effective?</li> <li>• Was it well attended?</li> <li>• How can it be improved?</li> <li>• Who impressed you among the attendees and trainers? You’ll need effective trainers as well as strong District Team members, so make note of those you believe show talent as leaders and/or as trainers.</li> </ul> <p>Review curriculum for Lieutenant Governors, Presidents, and Secretary/Treasurers in the “Faculty Guide” online at “optimistleaders.org” to insure important aspects are covered.</p>
<p>August - September</p>	<p>Learn about your resources</p>	<p>Become familiar with:</p> <ul style="list-style-type: none"> <li>• Website information at “optimist.org”, <a href="http://optimistleaders.org">Website</a> “optimistleaders.org” <a href="http://optimistleaders.org">Leaders</a> and “optimistmail.org” <a href="http://optimistmail.org">Mail</a></li> <li>• Optimist International Constitution &amp; Bylaws</li> <li>• Optimist International Policies (<a href="#">link</a>)</li> <li>• Recognition Handbook <a href="#">Recognition</a></li> <li>• District Policies <a href="#">District Policies</a></li> <li>• Faculty Guide <a href="#">Guide</a></li> <li>• Annual Club Review <a href="#">Club Review</a></li> </ul>

	Meet People: Begin building your District Team	<p>Keep a private chart of next year's committees and offices to be filled. Careful matching of talents, skills, and strengths to key roles within your District Team will enable your District to reach its goals. Consider:</p> <ul style="list-style-type: none"> <li>• Who would make a good Lieutenant Governor?</li> <li>• Who would make a good District Chair?</li> <li>• Review the list of District Team positions and roles. <a href="#">Team</a></li> </ul>
	Get Organized: Start a calendar	<p>Identify the dates for the Governor Conference (January) and Governor-Elect training (March/April) during your administrative year to avoid scheduling conflicts; identify potential Conferences dates and venues for Conference/Convention Chair to research.</p> <p><i>Idea: Consider getting an empty notebook and writing the month at the top of each page for the next two years. Whenever you think of something to do during that month, write it on that page.</i></p>
October / November	Your role in 1 <sup>st</sup> Quarter District Conference	<p>Conduct/help conduct leadership development training. Make notes using the Model 1<sup>st</sup> Quarter Agenda with what your District does. Create a "rough draft" of your 1<sup>st</sup> Quarter agenda.</p> <p>Take notes and evaluate Club Presidents and District leaders in attendance at the 1<sup>st</sup> Quarter District Conference for use in developing your District Team.</p>
	Calendar preparation	Work with Conference/Convention Chair to finalize contracts with District Conference sites.
	Consider the mission, vision and theme for your year as Governor	<p>Consider how you will make your District better. What do you see happening in your District next year? What are your strengths? Plan your work with a sense of priority and accomplishment.</p> <p>Start thinking about your goals and administration, and develop a mission, vision and theme that will help meet those goals. Thinking about and communicating your purpose, mission, vision and theme will enable your District Team to move forward in their planning.</p> <p>As Governor-Elect, <b>PLAN YOUR WORK</b> so that as Governor you can <b>WORK YOUR PLAN</b>.</p>

		Idea: Consider development of a District website and how you could best use it for communications and promotion of goals and activities.
November / December	Plan a 2 <sup>nd</sup> Quarter District Conference Catch a Rising Star Workshop	As Chair/Member of the District Leadership Development Committee, help plan training for the 2 <sup>nd</sup> Quarter District Conference.  As Governor-Elect, lead the planning of a successful Catch a Rising Star Workshop. , Remember: <ul style="list-style-type: none"> <li>• Personal invitation to attend insures the best response! Send personal invitations to those you strongly desire to serve in your administrative year.</li> <li>• Promote in District Bulletin.</li> <li>• Work with Qualifications Committee and past Governors to identify talent and desire for your Lieutenant Governors and Chairs.</li> </ul>
	Zone alignment and District policies	Review Zone alignment and District policies with current Chairs as appropriate. Zone realignment must be approved by current District Executive Committee and District Board. Since your Lieutenant Governors will be elected during the 3 <sup>rd</sup> Quarter District Conference, your recruitment efforts must begin immediately and Zone realignments approved at 2 <sup>nd</sup> Quarter District Conference.
December / January	Your role in 2 <sup>nd</sup> Quarter District Conference <a href="#">2nd Quarter Agenda</a>	Meet and greet volunteers. Conduct/help conduct leadership development training. Make notes using the Model 2nd Quarter Agenda with what your District does. Create a “rough draft” of your 2 <sup>nd</sup> Quarter agenda.  Lead the Catch a Rising Star Workshop. ,
	Continue to build your District Team <a href="#">Appointment List</a>	
	Continue calendar preparation	
January / February	Continue to build your District Team <a href="#">Appointment List</a>	Early selection of key District Chairs will enable them to register for International Convention.
	Finalize your District Convention site	District Convention location should be approved by District Executive Committee and District Board at either 2 <sup>nd</sup> or 3 <sup>rd</sup> Quarter District Conference.

	Plan training: Your Lieutenant Governors	In conjunction with your Leadership Development Chair, begin planning for Lieutenant Governor-elect Retreat or Training Day, including date and location, utilizing your major Chairs as presenters.
February / March	Continue to build your District Team	Election of your Lieutenant Governors will be held at the 3 <sup>rd</sup> Quarter District Conference. Work with Candidate Qualifications Committee to finalize slate of nominees. Encourage the best past Presidents to run for Lieutenant Governor election at your 3 <sup>rd</sup> Quarter District Conference. <a href="#">Appointment List</a>
	Plan of action: relationship building	Begin working closely with the District Finance Committee and Leadership Development Committee. Meet with Governor and Past Governors to build a working relationship and gain valuable experience.  Attend Zone Meetings to become familiar with Clubs and building working relationships throughout the District.
	Your role in 3 <sup>rd</sup> Quarter District Conference	Conduct/help conduct leadership development training. Make notes using the Model 3 <sup>rd</sup> Quarter Agenda with what your District does. Create a “rough draft” of your 3 <sup>rd</sup> Quarter Agenda.  If your District Convention site was not presented to the District Executive Committee and District Board for approval at 2 <sup>nd</sup> Quarter District Conference, seek approval at 3 <sup>rd</sup> Quarter District Conference.  Meet with newly elected Lieutenant Governors-Elect to welcome to your District Team, request attendance at Optimist International Convention, and provide calendar draft which includes date and location of Lieutenant Governor-elect Retreat or Training. Encourage Lieutenant Governors to develop working relationship with Presidents-Elect for coming year. Distribute and explain the “Zone Tracking Form.” <a href="#">Tracking</a>  Ask to have your Conference/Convention Chair attend the planning meetings for current year's District Convention.
	Register for International Convention.	Considerable training will be offered to you as Governor-Elect.

	District directory and website	Begin putting together your District directory. Websites are excellent sites to communicate information, however, be sure to consider whether the information you post contains confidential information – such as names, addresses and e-mail.
April	Attend Governors-Elect Conference	Your main training will be offered during this Conference.
	Your role in planning District Convention	Work closely with Conference/Convention Chair, current Leadership Development Chair, and your Leadership Development Chair to develop excellent training opportunities at the District Convention. Remember: Presidents have a 6-hour curriculum that should be done at the District Convention. If you cannot get that much time, consider alternative dates and locations.
	Promote the Optimist International Convention	Promote attendance at Optimist International Convention to all members. Special training will be conducted for: <ul style="list-style-type: none"> <li>• Governor-Elect</li> <li>• District Secretary/Treasurer Designate</li> <li>• Lieutenant Governors-Elect</li> <li>• District Leadership Development Chair</li> <li>• District Membership Chair</li> <li>• District New Club Building Chair</li> <li>• District Club Services Chair</li> <li>• District Foundation Representative</li> <li>• Club Presidents-Elect</li> <li>• Club Secretary/Treasurers-Designate</li> </ul> Early bird registration rate ends May1. Register for Convention and housing.
	Finalize your District Team	Appoint unfilled positions on District Team. <a href="#">Appointment List</a>
	Plan your work: tracking documents	Develop or select tracking spreadsheets that enable you to identify Clubs and Zones showing outstanding progress and growth as well as membership challenges. <ul style="list-style-type: none"> <li>• District Tracking Spreadsheet (<a href="#">link to tracking document</a>)</li> <li>• Zone Tracking Spreadsheet (<a href="#">link to tracking document</a>)</li> <li>• Club Tracking Spreadsheet (<a href="#">link to tracking document</a>)</li> </ul>
May	Collect “Officer Elect Reports” and welcome your District	Assist in collection of Officer-elect reports which are due to Optimist International by May 20.

	Board	<p>Note: Do not be surprised if only about half of these are submitted to you; however, be thorough in your efforts to collect all Officer Elect Reports. You will need information from these reports to prepare your District Directory.</p> <p>Prepare letters of congratulations to Presidents-elect and Secretary/Treasurer Designates which encourage attendance at International Convention and District Convention and also includes dates and locations of District Conferences during your administrative year.</p>
May / June	Learn status of Clubs	Meet with the Club Services Committee to better understand the needs of Clubs having difficulties.
	Finalize theme, goals, and plans	
July	Training: Your Lieutenant Governors	Plan Lieutenant Governor-elect Retreat or training to be held prior to District Convention using curriculum in Faculty Guide. ( <a href="#">link to guide</a> )
	Attend Optimist International Convention	<p>Attend every leadership event possible during International Convention. Share new techniques, ideas and information with your faculty.</p> <p>You and the current Governor will meet with the Optimist International Representative for the District Convention. Be prepared to:</p> <ul style="list-style-type: none"> <li>• Give listing of items you and your Leadership Development Chair want the Representative to cover, including the awards for the upcoming year</li> <li>• Ask your visiting OI Representative if they have special presentations that you can include in training your officers.</li> </ul>
	Create District Budget	In cooperation with the District Secretary/Treasurer-Designate, this year's Governor, District Secretary/Treasurer, and the Finance Committee, create your District budget and discuss how funds will be transferred at year's end. ( <a href="#">link to budget worksheet</a> )
July	Training: District Convention	<p>Confirm, then publicize, District Convention leadership development agenda for officers-elect. Send final agenda for leadership development events at District Convention, along with personal invitation to attend to:</p> <ul style="list-style-type: none"> <li>• Club Presidents-Elect</li> <li>• Club Secretary/Treasurers-Designate</li> </ul>

		<ul style="list-style-type: none"> <li>• Faculty</li> <li>• District Chairs</li> <li>• Lieutenant Governors-Elect</li> </ul> <p>Publish agenda in District Bulletin and on District website, if available.</p> <p>Ask Lieutenant Governors-Elect to contact Club Presidents-Elect and Club Secretary/Treasurers-Designate to promote attendance at leadership development workshops.</p> <p>Remember: This is the primary training for Club officers. GOOD TRAINING + GOOD ATTENDANCE = EFFECTIVE OFFICERS = EFFECTIVE CLUBS = MORE YOUTH SERVED.</p>
	New Club building sites	In collaboration with your New Club Building Chair, identify potential sites for new clubs in the District. Growth revitalizes the District. New members and new Clubs bring new ideas to the table.
	Lieutenant Governor-elect Retreat or Training conducted ( <a href="#">link to suggested training schedule</a> )	
July / August	Finalize letterhead, envelopes and note cards.	Use logos and themes to communicate your vision and goals.
August / September	Attend District Convention	<p>Leadership Development Committee conducts Club Presidents-elect and Club Secretary/Treasurers-Designate training</p> <p>Conduct orientation meeting of your Executive Committee.</p> <p>Invite Lieutenant Governors-Elect to sit in on current District Executive Committee meeting.</p> <p>Distribute goals, District Team list, and calendar dates.</p> <p>Idea: Get a biography and picture on each District Team member.</p>
September	Learn goals of Lieutenant Governors-Designate,	Plan informal “goals” day for District Committee Chairs and District Executive Committee.

	<p>Committee Chairs, and Club Presidents-Elect.</p>	<p>Conduct a meeting in which you, your District Committee Chairs and your Lieutenant Governors report on set goals which include:</p> <ul style="list-style-type: none"> <li>• District new club building goal, and plan of action</li> <li>• District membership goal, and plan of action</li> <li>• District JOOI building goal, and plan of action</li> <li>• District Foundation Representative goal, and plan of action</li> <li>• Deadlines for activities, i.e. Essay, Oratorical, CCDHH, Tri-Star events, OIJGC, etc.</li> </ul> <p>Incorporate teambuilding exercises. Building teamwork among your District Committee Chairs and District Executive Committee members is vital to a successful year.</p> <p>Seek commitment from Presidents-Elect. Send motivational letter along with commitment forms to Presidents-Elect to learn their personal goals.</p>
	<p>Plan 1<sup>st</sup> Quarter District Conference</p>	<p>Using “rough draft” of 1<sup>st</sup> Quarter District Conference, plan agenda for publication 30 days before Conference. <a href="#">1st Quarter Agenda</a></p>
	<p>Communicate with your District Team</p>	<p>Mail letters of congratulations and a challenge to achieve goals to all Lieutenant Governors, District Chairs, Club Presidents. Be sure to include request to attend 1<sup>st</sup> Quarter District Conference.</p> <p>District Bulletins should always include a note from the Governor and information about upcoming conferences.</p> <p>Idea: Consider a monthly newsletter from the Governor to the District Team.</p>
	<p>Reference the “Governor Checklist”</p>	<p>Know what lies ahead: Review the September and October portions of the “Governor Checklist” <a href="#">Checklist</a> as you prepare to take on the leadership role of Governor within your District.</p>