

GOVERNOR

Let the year begin! You've set your goals. You've appointed your District Team. Now is the time to activate and orchestrate. Activate the plans you and your District Team have developed. Orchestrate your District Team and Optimists in your District to serve kids. Accept as many invitations to attend installations, meetings, and events as your schedule allows. Express pride in activities and appreciation for involvement. Enjoy your year.

September	District finances	Finalize District budget with Finance Committee for presentation at 1 st Quarter District Conference.
	Challenge your District Team – By mail and by District Bulletin	<p>Mail letters of congratulations and challenge of responsibility to all Lt. Governors, District Chairs, Club Presidents and Secretary/Treasurers. Consider providing commitment form if not already done. Be sure to include request to attend 1st Quarter District Conference.</p> <p>District Bulletins should always include note from Governor and information about upcoming conferences.</p> <p>Consider a monthly newsletter from the Governor to the District Team.</p>
September / October	Attend Club installations and Club meetings as invited	You are leading the District and may be invited to attend Club Meetings, particularly in September and October when Clubs are installing their officers. This is an opportune time for you to offer support and to encourage individual Clubs to “be the best they can be”. Consider having notes of a prepared speech or special message to insure you convey the message you want to deliver.
October	1 st Quarter District Conference 1st Quarter Agenda	
	Follow-up	Send personal notes of congratulations and thanks for the many volunteers who contributed to making your 1 st Quarter Conference a success. One week after 1 st Quarter District Conference, contact District Team Chairs to track action resulting from 1 st Quarter District Conference, i.e. District Club Services to review progress on contacting weak clubs identified in Executive Committee meeting.
November	Review progress on goals	Review tracking documents documenting roster changes, progress on goals for membership and new club building; and Annual Club Planning Conference reports.
	Make plans to attend	Notification will be sent to you from the

	Governor’s Conference	International Office with details about the Conference. Note deadline for housing and registration.
	Motivate and encourage	Keep Lt. Governors “in the know” about activities; seek highlights of the month; realistically praise efforts. Check progress toward Distinguished Lt. Governor status. Touch base with District Committee Chairs—especially when their specific assignment is underway; realistically praise efforts. Reference the ACPC goals when speaking with District NCB Chair and Membership Chairs.
	Activate Candidate Qualifications Committee	Optimists with leadership skills are needed to serve as Lt. Governors, Governors-elect, and subsequently as Governors. Elections of Lt. Governors generally take place at the 3 rd Quarter Conference with the election of Governor-elect and affirmation of Governor held at the District Convention. Committee
December	Review progress on goals	Review tracking documents documenting roster changes, progress on goals for membership and new club building; and Annual Club Planning Conference reports.
	Motivate and encourage	Keep Lt. Governors “in the know” about activities; seek highlights of the month; realistically praise efforts. Check progress toward Distinguished Lt. Governor status. Touch base with District Committee Chairs—especially when their specific assignment is underway; realistically praise efforts. Reference the ACPC goals when speaking with District NCB Chair and Membership Chairs.
	Plan 2 nd Quarter District Conference	Plan agenda for publication 30 days before Conference. 2nd Quarter Agenda If Zone Meetings are held in your District instead of a 2 nd Quarter District Conference, communicate with all Lt. Governors to confirm those Zone Meetings and plan to hold an Executive Committee Meeting.
January	Share status of the District	Either through the District Bulletin or by a special mailing, motivate Lt. Governors, District Chairs and Club Presidents, summarize 1 st quarter achievements, and give progress on goals.

	District Convention agenda and training planning begins	Begin planning in cooperation with Convention Committee, Governor-elect, and Leadership Development Committee.
	Attend Governors Conference	An opportunity to renew enthusiasm, share opportunities and challenges, and gather new tools to spur your District into excelling.
	Motivate and encourage	Keep Lt. Governors “in the know” about activities; seek highlights of the month; realistically praise efforts. Check progress toward Distinguished Lt. Governor status. Touch base with District Committee Chairs—especially when their specific assignment is underway; realistically praise efforts. Reference the ACPC goals when speaking with District NCB Chair and Membership Chairs.
January / February	2 nd Quarter District Conference 2nd Quarter Agenda	
	Follow-up	Send personal notes of thanks and congratulations. One week after 2 nd Quarter District Conference, contact District Team Chairs to track action resulting from Quarter District Conference.
	Begin planning to attend International Convention	If District hosts a hospitality suite at International Convention, book suite through paperwork provided to Governor at Governors Conference.
February	Essay Contest entry due from Clubs to District Essay Chair by February 28 (link to site)	
	Motivate and encourage	Keep Lt. Governors “in the know” about activities; seek highlights of the month; realistically praise efforts. Check progress toward Distinguished Lt. Governor status. Touch base with District Committee Chairs—especially when their specific assignment is underway; realistically praise efforts. Reference the ACPC goals when speaking with District NCB Chair and Membership Chairs.
	District Convention agenda and training planning continues	
March	Share status of the District	Either through the District Bulletin or by a special mailing, motivate Lt. Governors, District Chairs and Club Presidents, summarize 2 nd quarter achievements, and give progress on goals. Remind all Lt. Governors and Club Presidents that

		Officer-Elect Report must be postmarked to International by May 20. District deadline may be earlier.
	Plan 3 rd Quarter District Conference	Plan agenda for publication 30 days before Conference. 3rd Quarter Agenda If Zone Meetings are held in your District instead of a 3 rd Quarter District Conference, communicate with all Lt. Governors to confirm those Zone Meetings and plan to hold an Executive Committee Meeting.
	Motivate and encourage	Keep Lt. Governors “in the know” about activities; seek highlights of the month; realistically praise efforts. Check progress toward Distinguished Lt. Governor status. Touch base with District Committee Chairs—especially when their specific assignment is underway; realistically praise efforts. Reference the ACPC goals when speaking with District NCB Chair and Membership Chairs.
April / May	3 rd Quarter District Conference 3rd Quarter Agenda	
	Publicize proposed policy changes	Assure proposals to changes in District policies are mailed 90 days prior to District Convention to all Board members.
	Follow-up	Send personal notes of thanks and congratulations. One week after 3 rd Quarter District Conference, contact District Team Chairs to track action resulting from Quarter District Conference.
	Motivate and encourage	Keep Lt. Governors “in the know” about activities; seek highlights of the month; realistically praise efforts. Ask Lt. Governors to actively approach Club Presidents for Officer-Elect Forms. Check progress toward Distinguished Lt. Governor status. Officer Elect Report Touch base with District Committee Chairs—especially when their specific assignment is underway; realistically praise efforts. Reference the ACPC goals when speaking with District NCB Chair and Membership Chairs.
	District Essay to Optimist International by District Essay Chair -- April 15 deadline	

May	Officer-Elect Forms Due to International (postmarked by May 20) Office-Elect Report	
	Motivate and encourage	<p>Keep Lt. Governors “in the know” about activities; seek highlights of the month; realistically praise efforts. Remind Lt. Governors that Club Visitations must be completed by July 1. Check progress toward Distinguished Lt. Governor status.</p> <p>Touch base with District Committee Chairs—especially when their specific assignment is underway; realistically praise efforts. Reference the ACPC goals when speaking with District NCB Chair and Membership Chairs.</p>
	Finalize plans for International Convention	
	Continue planning District Convention.	<p>Check plans for leadership development events to be conducted at District Convention with Leadership Development Committee.</p> <p>Review planned activities for attendees, spouses, and children.</p>
June	Share status of the District	Either through the District Bulletin or by a special mailing, motivate Lt. Governors, District Chairs and Club Presidents, summarize 3rd quarter achievements, and give progress on goals.
	Motivate and encourage	<p>Keep Lt. Governors “in the know” about activities; seek highlights of the month; realistically praise efforts. Check progress toward Distinguished Lt. Governor status. Remind Lt. Governors that Club Visitations must be completed by July 1. Visitation Report</p> <p>Touch base with District Committee Chairs—especially when their specific assignment is underway; realistically praise efforts. Reference the ACPC goals when speaking with District NCB Chair and Membership Chairs.</p> <p>Oratorical Contest results must be submitted to the OI Programs Department by July 1. Contest</p> <p>CCDHH Contest should be underway. Some Districts hold CCDHH at District Convention. Contest</p>

July	Attend International Convention	Attend all Governor sessions. Meet with OI Representative to brief on status of district and to determine each other's goals for involvement at the District Convention.
	Motivate and encourage	Keep Lt. Governors "in the know" about activities; seek highlights of the month; realistically praise efforts. Check progress toward Distinguished Lt. Governor status. Touch base with District Committee Chairs—especially when their specific assignment is underway; realistically praise efforts. Reference the ACPC goals when speaking with District NCB Chair and Membership Chairs. CCDHH Contest should be underway. Some Districts hold CCDHH at District Convention. *Heavy promotion of CPA.
	Plan "finish strong" session for District Convention	Promote final membership drive offered by International President. Design and promote final membership drive by District. Encourage completion of projects and submission of all reports and dues.
July / August	Final planning of District Convention	Check status of planning with: <ul style="list-style-type: none"> • District Convention Chair • Governor-Elect • Leadership Development Chair Review all District & Governor recognitions to be presented at District Convention. Check agenda to ensure all are identified and prepared for presentation Prepare to motivate. Motivate. Motivate.
August	District Convention District Convention Agenda	
	Motivate and encourage	Keep Lt. Governors "in the know" about activities; seek highlights of the month; realistically praise efforts. .Check progress toward Distinguished Lt. Governor status. Contact District officers to achieve all District goals by end of September. Call all Club Presidents within honor and

		distinguished status reach to encourage extra push in final six weeks.
	District finances	Have Secretary/Treasurer begin plans for audit.
September	Reminders to District Team	<p>Secretary/Treasurer:</p> <ul style="list-style-type: none"> • Prepare for audit. • President's Pride reports to Optimist International by September 30. Pride Report <p>Lt. Governors:</p> <ul style="list-style-type: none"> • Annual Club Reviews must be completed by October 10. Club Review <p>Club Secretary/Treasurers:</p> <ul style="list-style-type: none"> • Dues must be paid by September 30. • Community Project Award booklets due to District CPA Chair by September 30. • President's Pride to District Secretary/Treasurer by October 10. Pride Report
	Strive to achieve to the end --	Contact all Club Presidents and Lt. Governors within honor and distinguished status reach to encourage extra push in final month.
October	--make a smooth transition.	<p>Encourage any new club building efforts that were not completed by September 30 to continue and form the club.</p> <p>Provide information and assistance to new District Governor.</p>
	Share Status of the District	<p>Either through the District Newsletter or by a special mailing, summarize 4th quarter achievements, and give final status on goals.</p> <p>Express sincere gratitude for all efforts in serving youth and the communities.</p>
November	Check recognition status	Send in Recognition Form of Achievers to Recognition Department. Check with OI regarding status of mailing of recognitions; give OI date that recognitions are scheduled to be given at 2 nd Quarter Conference.
January / February	Celebrate the year	At a time identified in cooperation with the Governor and Leadership Development Team, distribute recognitions. Celebrate all accomplishments.

09/30/10