

# JCI LOCAL ACTION GUIDE

## Local President

Only once in a lifetime does an individual become a Local President. It is both an honor and a responsibility. Your fellow members have elected you. Waste not a single moment to learn about your office and its various requirements.

Leadership is already a quality you possess in part. The other part you must acquire through a combination of experience and learning.

It may be an easy task to be a good Local President, but you can make sure that it becomes a rewarding experience if you know the philosophy of your new position.

1. You are the leader, public relations figure and spokesperson of the Local Organization.
2. You are the liaison officer between your Local, National and international organization, as well as with other organizations.

## RESPONSIBILITIES

Here are some responsibilities associated with the office of Local President.

1. Establish and maintain a sound **management** program.
2. Organize a regular **review** of the annual program of activities.
3. **Control** and **supervise** the affairs of the Local Organization.
4. Exercise some firm but friendly **control** over **major** projects.
5. **Organize** and **conduct** training for all your officers at the beginning of your year.
6. **Motivate** your Board of Directors and the general membership to perform their duties and responsibilities.
7. **Assist** your officers to carry out their assigned tasks.
8. Establish a good **working atmosphere** for your officers.
9. **Chair** Board and general local meetings.
10. Make sure the program **stimulates** steady overall **growth**.
11. **Complete unfinished assignments** from previous years.
12. Prepare the **plan of action** for the next year.
13. Check that all activity is consistent with the **JCI Mission**.
14. **Monitor** progress and results, and **redirect** activity if necessary.
15. Be fully **involved** in the day-to-day affairs of the Local Organization.
16. **Comply** with the various requirements set down by your National Organization.
18. Prepare a **report** to the general membership at the end of your term.

## RECOMMENDATIONS

### 1. Familiarization

Read through all previous reports and any relevant information about activities in the previous year.

Discuss issues with the past and current officers and, where possible, with **national officers**. Spend some time with the Immediate Past President.

### 2. Transition

Meet with members of the outgoing Board of Directors for informal discussions about your program. Encourage suggestions.

### 3. Organization

Carefully examine the structure and see if it fulfills the needs of the Local Organization at the present time.

### 4. Program

With your Board, develop the program for the year based on the approved plan of action. Review it periodically to ensure projects are being carried out on schedule and to make adjustments as required.

### 5. Finance

Carefully supervise the finances of the Local Organization. Be sure that proper financial records are kept. Maintain strict control of the budget and cash flow, and review the budget regularly.

### 6. Meetings

Plan carefully for **every** meeting, whether it is the Board of Directors meeting or a general membership meeting. Have objectives for every meeting, and stimulate participation from the membership.

Do your members look forward to the next meeting? Are they engaged in discussion? If not, think about how to improve the current meeting structure.

### 7. Membership

Analyze the needs and aspirations of the membership. Are the current projects and activities meeting the needs and wants of the members?

### 8. Public Relations

Ensure you have a communications plan for

interaction with the media, community and other organizations that promotes the organization's Mission, Vision and Values.

### 9. Succession

Work with the Board from the beginning of the year to develop plans and likely candidates for future officer positions.

Ensure all likely candidates get a better understanding of the management and dynamics of the Local Organization through involvement and training.

No one knows all the problems you will face as a Local President, but you will meet with a number of them. Lead democratically, with vision, giving adequate thought to the Local Organization's program, guiding and supervising the officers and recognizing them for their achievements, and keeping close contact with the aspirations of the membership.

Just because you became the Local President doesn't mean you possess all knowledge. **Learn while you lead!**

## SUMMARY

You are the Local President **for only one year**. If you carefully allocate that short time, build a working team around you, plan and implement a program that will benefit the Local Organization, the membership and the community you can be confident in your completion of a successful year.