

# A Guide for District Junior Civitan Chair

Each year the senior governor appoints a Civitan to serve as the Junior Civitan district chair. This individual is responsible for ensuring the Junior district organization's administrative functions meet with the Junior and senior district boards' approval.

The purpose of this section is to assist you, as a chair, in your job with the Junior Civitan program. It is hoped that these pages will provide you with information explaining your functions and responsibilities not only to the Junior Civitan district and the officers you work with but also to the Junior Civitan clubs, their sponsoring clubs, and the senior district.

You have assumed an important responsibility. You will be called to give your time, your energy, and your enthusiasm.

What will you gain? You will gain the knowledge that you have helped young men and women develop themselves as well as others and the "thanks" of all the youth and adult volunteers with whom you work, but most of all, you will gain a wonderful experience which will live with you forever.

## Responsibilities

### To the Senior Civitan Governor

You have been appointed by the senior governor. You are the official adult representative of the Junior Civitan program for your district, the liaison between Junior clubs, senior clubs and both the Junior and senior districts. It is your duty to keep the senior governor and board informed concerning the activities of the Junior Civitan program.

### To the Junior Civitan Governor and Board

A good district will be reflected in the relationship that you have with your Junior Civitan governor and board. Work with them closely in planning the year's activities. Point out to them that you are there to help and not hinder their operations. Give suggestions that you have gathered from your years of experience. If you object to something the governor or the district is doing, explain your reasoning to him or her. (See Tips for an Effective Chairperson.)

### To the Junior and Senior Civitan Districts

Make certain that all Junior clubs are meeting regularly, holding projects and conducting fund raising activities. If clubs are school affiliated, make sure activities are acceptable to the school and are in accord with school regulations.

Make sure that the district and clubs operate under the Junior Civitan International Constitution and Bylaws

and district bylaws which contain the respective policies.

See to it that the financial records of your district are kept in accordance with standard procedure set by the senior district. For an effective year, it is highly recommended that each district have a budget. This will make the operation of the district easier. Many district meetings, conventions and projects cost money. Registration fees should be set above the cost of the event. If the district sets its programs at the beginning of the year, it will know how much money must be charged and what goals are to be accomplished by the events.

See that each established club pays annual international and district dues for their membership. District dues are decided by the district boards and vary from one to the other; however, no district's dues may exceed \$4.00 without Junior Civitan International board approval. Dues are payable on November 1 of each year and become delinquent as of December 1. If dues are not paid within these dates, the club may be placed on the inactive list. Junior Civitan International sends dues forms for reporting membership to each club advisor by October 1.

Promote new club charters as well as established club growth. Seek to bring a "Junior Civitan understanding" to all Junior and senior members as well as their communities and schools.

Help the Junior Civitan district officers provide an annual district manual. (Sample copy can be received from World Headquarters.)

Plan and coordinate with Junior district officers a club officers training academy, district wide meetings and projects, district Junior board meetings and a district convention in the month of April or May. (*District Convention Manual* can be received from World Headquarters.)

### To World Headquarters

Immediately upon the election of new district or club officers, mail the report with the names and addresses of the officers to World Headquarters.

During the year, you and the Junior Civitan governor will receive correspondence from the World Headquarters staff. You should be sure that all correspondence is **answered promptly** and that material is shared with the Junior Civitan district board and clubs as appropriate.

Assist in the collection of clubs 60 days or more in the arrears on payments to international.

Promote all international programs, projects and conventions to initiate the best participation possible.

Communicate to World Headquarters areas of growth and new clubs to ensure smooth operations.

## Tips for an Effective Chair

### Advice

Your primary responsibility is to consult and advise. It is recommended that you do this as often as you deem necessary. This will, in turn, encourage the Junior Civitan governor, district officers, club presidents and advisors to seek advice from you. Too many district chairs go to opposite extremes; some tend to dominate while others show no interest at all. You will be an effective chair if you work closely with the Junior Civitan governor assisting him or her in any way possible.

### Encouragement

Another important job is to aid your Junior Civitan governor, district officers, club presidents, and advisors with encouragement. If you do this, the clubs will function better. Do everything you can to create initiative in each individual.

### Enthusiasm

It is a truism that all good youth organizations have enthusiastic adults working with them. If you let the district officers, club presidents and advisors know that you are enthusiastic about them, they will respond in a like manner. Your enthusiasm will motivate each individual.

### Advisors

You should strive for close communication with your club advisors. You will learn that many successful clubs year in and year out have strong support from club advisors. If you do not communicate with these individuals, you will experience problems with these clubs. You should develop some kind of schedule to call every club advisor at least twice a year. This provides you with the opportunity to directly offer assistance, support, and encouragement. At each district wide meeting and convention, be sure that you and the advisors have a meeting (talk session) to discuss the progress of the junior clubs and to ensure that they are fully aware of and understand the activities of the district.

### Sponsoring Civitan Clubs

Each Junior Civitan club is sponsored by a Civitan club. It is responsible for the birth of the club and must have an influence in the Junior Civitan club's activities, since it does provide the name and support of the parent organization. These sponsoring clubs usually appoint a liaison to work with the Junior Civitan club. The district Junior Civitan chair should make sure that this sponsoring club liaison is kept well informed of district activities. The support of the liaison is very important to the life of a Junior Civitan club.

### Club Visitation

Most active clubs meet twice a month or once a week to prevent loss of interest, and generally they do not meet for more than an hour. Area lieutenant governors should

try to visit a club meeting or project at least once or twice a year. As district chair, you should concentrate your efforts along with your governor and public relations coordinator to visit clubs with membership problems and those in the organizational stages. When possible, the district Junior Civitan chair and governor should attend and be on the program of all new club charters.

### Officers

The five major offices of the district are governor, deputy governor, lieutenant governors elected by areas, secretary-treasurer and public relations coordinator. The district may also have one club representative participate as a voting member of the board. (Study international constitution, bylaws and policies concerning district organization and officers.) The bylaws require the board of directors to meet at least twice during the fiscal year to plan for the following months.

### Elections

The Junior Civitan fiscal year is from July 1 to June 30. International bylaws require that all district officers be elected at the annual convention. Newly elected officers assume their duties at the beginning of the next fiscal year. These students should not be graduating since their terms of office begin July 1 following their election and continue for one year. This lapse in time gives the newly elected officers the opportunity to work closely with the current board, so they will be well prepared to assume their official duties. It is also strongly recommended that the district officers be delegates to the international convention which is held in June or July.

### Committees

The backbone of any district is a good committee structure. World Headquarters staff suggests five standing committees appointed by the Junior Civitan governor. These are Meetings-Convention, Projects, Public Relations-Publicity, Growth-Retention, and Finance. Help the governor understand the importance of such structure in order to help every board member feel a part of the district workings.

### Meetings and Agendas

Planning and coordinating district wide meetings is essential. These should be planned with your Junior Civitan governor and board. District and club officers training, district wide meetings, projects, board meetings, and the annual convention are imperative to the district's success. Well informed clubs, their officers, and advisors should provide good attendance at all of these.

Important components of a successful district are organized and interesting meetings and convention. Nothing is more frustrating than to sit in a disorganized meeting. A well prepared agenda for your district officers to follow will eliminate this problem. The agenda should be prepared by the Junior Civitan governor with your help. If a district team is well organized, you (as chair) should not have to make many or any presentations to those attend-

ing the meeting. Keep in mind that the board should run all meetings with your advice and assistance.

### **Minutes**

The district secretary should keep an accurate account of the business conducted at district wide meetings as well as board meetings. Minutes should be typed and kept in permanent files for use by future boards and in preparing the yearly achievement awards and reports. World Headquarters, the international board of directors, the Junior district board members, the senior governor, and all your Junior clubs should receive a copy of these minutes.

### **Reports**

The only way World Headquarters staff will know what districts are doing, and the best way to help, is through the filing of periodic governor reports and a chair's calendar of events. These are provided in the *Governors and Chairs Manual*. It is essential that you and your governor complete these and file them as indicated on each form. The clubs keep the district informed by sending in activity reports. All forms necessary to the running of a Junior Civitan club can be found in the *Club Administrative Manual*, which is published and available from World Headquarters.

### **Filing System**

Junior Civitan district chairs should maintain a complete and organized filing system for each club as well as each district event. The best system is to purchase a traveling file drawer (cardboard ones are available at any office supply company). This way the file drawer can travel with you when necessary and be passed along to the next chair. Keeping good club and district records from year to year is very important to district operations.

### **Convention**

In addition to all the regular meetings and projects conducted by a district, the annual convention is the highlight event of the year. World Headquarters publishes a *District Convention Manual* to help you with its planning and organization.

### **Awards**

International offers a comprehensive awards program outlined in the *Governors and Chairs Manual*. All international award nominations are due at World Headquarters on June 1. District award competition is offered on the district level and should be outlined in your annual district manual.

***Be the Most  
Positive and Enthusiastic  
Person You Know.***

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