

Duties of District Officers

A good district team is important to the efficient running of a Junior Civitan district. The following provides brief descriptions of the role each officer should assume. The responsibilities in each district are different so you should use this information as a guide to be elaborated upon.

Governor

The prime responsibility of the district governor is directed towards his or her district. The governor's responsibility is to **lead** (i.e.: inform, delegate authority, initiate programs and projects, preside at all district meetings, make visitations to clubs, and in general, oversee the complete operation of the district).

To be most effective, the governor should be able to move around freely in his or her district to attend meetings, awards banquets, charter night ceremonies, etc. If the governor does not have a car, some form of transportation should be readily available.

A governor has many jobs and responsibilities and it is highly recommended that the governor not be involved in an extraordinary amount of additional school and community clubs and programs.

The governor and the district chair should maintain close contact with one another and attempt to communicate at least once a week.

In order for the district to be successful, the governor must be dedicated to the goals of the organization. See the separate section in this manual for a more specific look at the governor's duties.

Deputy Governor

The deputy governor's prime responsibility is to work directly with the projects and programs throughout the year that directly affect the district. The deputy governor should be assigned to work directly with the lieutenant governors. The deputy governor should be responsible to the governor for the maintenance and expansion of the areas in the district as well as managing any special concerns of the governor, such as committees.

When possible, the deputy governor should be free to attend meetings and programs with the governor and, like the governor, should be flexible to travel.

To be most effective, the deputy governor should develop a close working relationship with the governor and the district chair. If the governor does not fulfill the term, the deputy governor assumes the office (if another provision is not stated in your district bylaws), and the deputy governor must be aware of district activities to provide a smooth transition.

Lieutenant Governors

The governor must organize and divide the work among the deputy and lieutenant governors. Each lieutenant governor should have a designated area, and each is to be responsible for monitoring and motivating the clubs within that area.

Lieutenant Governors are an important part of the district structure. Governors rely on their lieutenant governors to help keep track of club activities to ensure a stronger district. The lieutenant governors' duties include maintaining regular contact with all the clubs in the area concerning payment of dues; participation at district meetings, convention, and other activities; and participation in international projects and programs. Further responsibilities may be deemed necessary by the governor and may include chairing special committees such as the Awards Committee at the convention. Lieutenant governors should be free to visit with all the clubs in their area and should furnish the governor and district chair with regular updates reporting on the activities of the clubs.

One tool to help a lieutenant governor fulfill these responsibilities is the Lieutenant Governor Club Report located in the form section of this manual. This is a general form and should be adapted to your district activities. One report for each club in the area should be filled out each month.

It is recommended that the governor, deputy governor and the district chair meet at regular intervals with the lieutenant governors. Their duties should be fully explained to them before the beginning of the school year. Good communication with the lieutenant governors must be initiated by the governor and district chair.

General Duties

1. Personally visit each club at least twice a year.
2. Contact club presidents and/or advisors once a month and complete the Lieutenant Governor Club Report. Send copies to the governor and district chair.
3. Inform area clubs regarding district meetings, projects and events. This may best be accomplished through an area newsletter. It is the lieutenant governors responsibility to maximize attendance through constant communications.
4. Resolve conflicts between the club president and advisor if problems arise. This should be discussed with the governor and district chair before any action is taken.
5. Represent the area clubs at district meetings and board of directors meetings.
6. Coordinate governor and chair visits to area clubs.
7. Assist the governor and district chair as needed. This is very important to gain the experience needed to pursue higher offices.



Your First Duty

When the new Junior Civitan year begins (July 1) the first thing the district should worry about is assessing the condition of all clubs. In order to do this, lieutenant governors contact the clubs and ask them if they are expecting to encounter any problems at the beginning of the year. If the club has lost an advisor, an officer or members, it is best to know at the beginning of the year, so the district board can assist them.

The initial contact can sometimes be difficult though, especially if the club did not submit its Newly Elected Officers Report at the end of the previous Junior Civitan year. First check with your district chair and World Headquarters to their receipt of the Officers Report. If not, then get a list of last year's officers. Try calling the advisor from last year; typically, the club will keep the same advisor year after year. If the advisor has retired, call one of the other officers from last year. If you still aren't having any luck, contact the principal of the school and ask about the new advisor and/or club president.

Once you have contacted the club advisor and president, encourage them to send the Club Officers Report to the district chair and World Headquarters. However, you should also go ahead and report the addresses and phone numbers of the club presidents and advisors that you know to the district and international. This really helps with early year mailings to clubs. During your initial contact with the clubs, you should also find out if they have received their *Club Administrative Manual*. If they have not, then contact World Headquarters to have a club manual sent.

Calling Clubs

By now, you should have noticed that contacting your clubs regularly is pretty important. Try to call them AT LEAST once a month. When you call them, inform them of upcoming district and international events and deadlines. Also, ask about their club successes and problems. Use what you know from experiences with your club and other clubs in your area to make helpful suggestions. **Also be sure to congratulate and encourage your clubs after every success.** Some districts have monthly Lieutenant Governor Reports complete with questions to ask the clubs; if this is the case, be sure to complete each form on time and send it to your district governor and chair.

Club Visitation

The district board should always make sure that clubs know that you care about them. One definite way to do this is to visit your clubs. Many clubs have before school or after school meetings. If these clubs aren't too far away, you should consider attending a club meeting. However, many times you will not be able to do this because of school-restraints. In this case, ask the club president if you may attend and help out with a club project after school or over the weekend.

Reports

One common problem with clubs is that they forget to turn in reports. It's your responsibility to remind them of deadlines. All of the reports can be found in the *Club Administrative Manual*, except for the Dues Report which is mailed to them directly from International Headquarters.

- Dues Report Form - November 1
- Activities Report -
Oct. 10, Dec. 10, Feb 10, April 10
- Junior Civitan Insider Report - The 10th of every month
- Collection Selection Report - March 1
- Club Officer Report - September 1, May 1
- Graduate Report - May 1
- Environmental Awareness Week Project -
Immediately After Project
- World Junior Civitan Day - Immediately After Project
- Social Causes Awareness - Immediately After Project

Honor Club

The Honor Club Form is the basis of what every good Junior Civitan club should do. As your year progresses, constantly maintain and update an Honor Club Form on each club in your area. This will help you in instructing them on what they should be doing. Update your clubs regularly on the progress they have made towards becoming an Honor Club. This form can also be found in the *Club Administrative Manual*. You may also want to consider giving Area awards to clubs who have had the best project or have improved the most. That extra encouragement can mean a lot.

Newsletter

Many lieutenant governors have found it helpful to provide an area newsletter for their presidents and advisors. This newsletter can include a short article on each club in your area and upcoming district and international dates and deadlines. You could also advertise district projects and list volunteer opportunities in your community.

Club Building

If you are the lieutenant governor of a small area, you should concentrate a great deal on building additional clubs. Contact International Headquarters for a Junior Civitan Club Building Kit complete with manual. Then attend a senior Civitan club meeting in your area and speak to them about the Junior Civitan program. Usually, you can gain some interest from that Civitan club, which will make building the Junior Civitan club much easier. Building a club isn't hard, but it must be done right, so be sure to get help and follow the manual.

Area Projects

Many times it is difficult for clubs to attend a district project. If this is the case, you may want to consider having an area project with the clubs in your area. This project can be as simple or as complex as you would like. The important thing is that clubs are working together towards a common goal. Be sure to give each club an equal amount of responsibility so that no club feels left out.

Common Problems

Advisor resigns - If an advisor resigns, you should immediately contact the principal of the school to work on finding a new advisor. You should also contact the sponsoring Civitan club, inform them of the problem and see if they know of anyone who would make a good replacement. Also, get suggestions from the Junior Civitan club president, since they will be working with the new advisor.

Club hasn't paid dues - If you have constantly reminded a club to pay dues, and they still have not done so, then contact their sponsoring Civitan club president and the school's principal to inform them of the situation. They will usually take care of the situation. Sometimes the club members may have a financial problem. If this is the case, ask their sponsoring Civitan club for financial assistance. Sometimes the club just needs another Dues Report Form.

Club isn't holding projects - This is usually the result of poor organization. You should meet with the club officers and help them plan their year (remember to use the Honor Club Form). If the officers did not attend your district's Club Officer Training, then they are probably clueless about what they should be doing. You may want to ask the governor, deputy governor or chair to go with you if the club is in real trouble.

Sponsoring Civitan Club folds - If a Civitan club that was sponsoring a Junior Civitan club folds, then you should call the senior Civitan governor immediately. This person can tell you about other Civitan clubs in the area and help you find a new sponsor for the Junior Civitan club. If a sponsoring club cannot be found, then the Junior Civitan district may serve as a temporary sponsor until a new sponsoring Civitan club can be found.

Junior Civitan Club wants to fold - If a Junior Civitan club in your area wants to fold, it is VERY important that you find out why. If it is because the advisor no longer wants the club, then you can help find a new advisor. If the club is broke, you can help them find money and plan fund raisers. If the students aren't interested, you can speak to them and hopefully recharge their interest. If the school is closing, you can recharter the club at the school's new location. After you have tried EVERYTHING and they still want to fold, then contact your district chair, Junior Civitan governor, and Junior Civitan International to inform them of the club's intent to fold.

Membership Decrease - Membership fluctuations are common among Junior Civitan clubs. However, if a club suddenly takes a huge dive in membership, then there is a problem. It could be their image, poor projects, bad officers, etc. First identify the problem and then help the club correct it. Membership problems can arise from many things, so look carefully!!!!

In order to be an effective lieutenant governor, you must file Club Reports with the governor and district chair. If you see that a club is experiencing problems, the issue must be addressed with the governor and chair so that the district may offer assistance and guidance. Far too many clubs have been lost due to poor communication and lack of support from the district.

Secretary

The secretary is responsible for keeping all district records (i.e.: minutes of the executive board meetings and district meetings, attendance figures at meetings, assistance in preparing various handouts, letters and forms that may be required by the district, etc.).

It is recommended that the secretary possess the necessary typing and secretarial skills needed for accurate record keeping.

The secretary should furnish the district board with copies of correspondence and minutes. Records should reflect a concise and clear reading of all district activities throughout the year.

The secretary's position is one of the most important in the functions of the district. As secretary, you are expected to devote sufficient time, each week, to the various details of your office. Your work is doubly important since you are one of the main contacts with World Headquarters.

One of the first requirements necessary is being thoroughly familiar with the duties of your position and what is expected of you. You must be organized! It is suggested that you keep a three-ring binder, separated by tabs for the different reports and information you are required to maintain. You will find that, in a great majority of cases, when information is desired by officers, committee, or district members, the question will be directed to you as secretary.

Secretaries should know about the function and purpose of Junior Civitan at both the district and international levels, so they can help the governor, district chair, or any other member of the district when a question arises. The secretary should also be familiar with the rules and regulations as stated in the constitution and bylaws of the district and of Junior Civitan International to quickly locate a needed piece of material.

Objectives of the Secretary

1. Maintain all district records.
2. Record and keep minutes of all district and board meetings.
3. Handle all district correspondence.
4. Maintain all membership records along with the chair.
5. Record attendance information at board of directors and district meetings. Regarding district meetings, this should include number of clubs represented and the number of members attending from that club.
6. Prepare and mail change of address information.
7. Order all supplies and literature.
8. Serve as an active member of the board of directors.
9. Send thank you notes.

General Meeting Duties

1. Ensure all aspects of the meetings are in order.
2. The display of national flag, district banner, bell and gavel (can be delegated to sergeant-at-arms).
3. Inform the speaker of his or her allotted speaking time (should coordinate with district chair).
4. Send the speaker a note of thanks.
5. Record the minutes of all board meetings and club business meetings. These records should include members present, guests present, presiding officer, speaker and subject, highlights of address for district newsletter (this information should be provided to public relations coordinator for the district newsletter) and any business conducted.
6. Keep attendance records.



Reports and Supplies

1. The secretary completes and mails all forms on time. Forms in the *Governors and Chairs Manual* that are to be submitted to World Headquarters include:
 - a) Report of District Board of Directors due in July and new officers report due immediately following the district convention.
 - b) Report of Dual District event.
 - c) Calendar of Events due August 15.
 - d) Articles for *Junior Civitan Insider* (may be delegated to the public relations coordinator).
2. The secretary is responsible for seeing that all Civitan supplies are ordered correctly. Refer to the supply section in the back of this manual.

Treasurer

The treasurer, along with the district chair, is responsible for all the funds of the district, all disbursements and all accounts receivable. In general, the treasurer has two duties to fulfill. First, the treasurer is responsible for maintaining a constant and accurate record of all district financial transactions. This applies even if the district funds are disbursed by the district chair. Second, it is the responsibility of the treasurer for leading projects that will help improve the financial position of the district.

It is recommended that treasurers be in constant contact with the governor and district chair. As in most cases, each will be required to sign the checks for the district.

The treasurer should possess the necessary bookkeeping skills to maintain an accurate and concise record of all district transactions. A precise accounting of all district transactions should be presented to the executive board on a monthly basis. As well, the treasurer should be required to make a report at each district-wide meeting and convention.

The treasurer should be an effective leader and should take an active role within the district, and, as a member of the board of directors, the treasurer should participate in the decision-making process. The treasurer should always be in close contact with the secretary, district chair and governor.

There are certain procedures which, when followed, can assist the treasurer. The following is a list of general rules which can help this officer set structural procedures.

1. Obtain the financial records of the past treasurer and make certain all records are in order.
2. Organize all accounting and budgeting procedures for the coming year.
3. Never retain cash. Be certain the bank account is in proper order and deposit all funds immediately.
4. Always obtain a receipt for any expenditure of funds.
5. Always give a receipt upon receiving payments to the district treasury.
6. Transact all district business by check.
7. Keep a general journal to show the chronological flow of funds.
8. Keep the governor, district chair, and all others concerned informed on the district's financial position.

9. Collect district dues and other money from district projects, gifts, etc.
10. Keep all records up-to-date and accurate.

Budgets

Budgets are a tool to assist in managing district funds. They help the district to project needs and expenditures. An operating budget should be prepared for presentation to the board of directors for approval. To prepare the budget, a district must have a plan for how many members will be enrolled, what projects it will undertake, what expenses will be encountered, etc. A permanent file should be maintained to include club dues payments, authorization for payments from the district account, copies of bills and any other documentation which effects the district's financial position.

Suggested district accounting system:

1. Prepare a budget by projecting anticipated dues income and project revenues from fund-raisers as well as expenditures such as officer expenses, postage, mailing and printing expenses, and project disbursements. Remember, the total income must equal the total disbursements. The budget should be prepared with assistance and advice from the governor and district chair.
2. Assign account numbers to each line item, using 100s for dues and administrative income, 200s for project income, 300s for administrative disbursements, and 400s for project disbursements.
3. When receiving funds from any source, always issue a receipt and enter the appropriate revenue account number on the receipt. The Civitan Supply House has a receipt book available.
4. When authorizing payments or writing a check, always enter the account number on the request and check stub.
5. At the end of each month, list all receipt amounts for each account on a separate ledger sheet for that account; do likewise for all disbursements.
6. Add monthly totals for each account and enter results on lines in "Current Month" column on Budget and Financial Report form.
7. Add new monthly totals to totals from previous months and enter results in "Year to Date" column.

Public Relations Coordinator

The public relations coordinator (PRC) should be considered an integral part of the structure of the district. In many ways, the PRC should be considered one of the top spokespersons. This person should be included in board of directors meetings and should be invited to attend special functions of the district. In addition, the PRC should have an active role in planning the annual convention of the district.

Like the governor, the PRC should have the ability to travel freely within the district to attend charter nights, awards banquets, Junior and senior district meetings, projects and conventions, and other special events promoting the Junior Civitan program. The PRC should have the necessary skills to become an effective public speaker.

As with the rest of the district officers, the PRC should be aware of what is happening in the district and should be able to attend all board of directors meetings.

Suggested General Duties

1. Serve as the goodwill ambassador to the public, Civitans, and Junior Civitans.
 - A. Prepare and distribute district newsletter.
 - B. Encourage each club to include public relations coordinator in slate of officers.
 - C. Maintain contact with club PRC providing advice and guidance for publicity.
2. Assist the district in the areas of growth, development and retention of membership totals.
 - A. Build a new club.
 - B. Attend charter celebrations.
 - C. Assist lieutenant governors with clubs delinquent on reporting dues.
 - D. Establish and maintain growth programs with established clubs.
 - E. Chair Growth Committee to plan worthwhile, fun, and interesting activities to increase membership and interest in Junior Civitan.
3. Maintain contact with news media within the district.
 - A. Set up television interviews.
 - B. Write press releases about district events before and after they happen for host club's newspaper.
 - C. Promote public service announcements on radio stations about Junior Civitan to increase awareness of the Junior Civitan organization.
4. Promote all district and international projects and fund raisers.
 - A. Promote Collection Selection, a general collection project. Make sure clubs report the project to World Headquarters.
 - B. Promote and attend district projects benefiting international's major emphasis project.
 - C. Attend and promote international dance-a-thon. Raise the goal of donations set. Encourage more members to raise the minimum funds and attend.
5. Help plan and organize public relations coordinator election at the annual convention.
 - A. Make sure clubs are electing candidates to run on the district level. Send each club a district intent to run form with the qualifications of the district and international offices.
 - B. Assist Elections Committee with procedures.
 - C. Train all candidates on the role of the district PRC and the public relations role each can become for their own clubs.
 - D. Make sure all candidates understand the election at the international convention should they decide to pursue the higher office.

The prime responsibility of the PRC is to publicize the activities of the district. There are several areas which should be targeted in publicizing the district:

1. **To the district membership.** This person should prepare a district newsletter (with assistance from the Publicity Committee) for all club members concerning all aspects of district activities. Some items to include are:

- a. Upcoming district meetings
- b. Project reports
- c. Notes on members' accomplishments
- d. Special honors bestowed members
- e. Committee reports
- f. Information regarding district and international meetings, programs, and projects
- g. A calendar of upcoming projects, meetings, and events.
- h. Special articles regarding the senior level of the district.

The district newsletter is the mouthpiece and link between the district and its members. It should be interesting and fun for the members to read. And be sure to send the newsletter to all members of the senior district board of directors and World Headquarters.

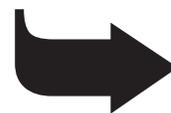
2. **To the community.** The public relations coordinator should always promote the district and clubs' activities through the school and local newspapers, television stations, and radio stations. The *PR: Projecting the Right Image* manual is a resource for this position. Please contact World Headquarters to request a copy.

3. **To Junior Civitan International.** World Headquarters wants to hear about the activities of your district. The *Club Administrative Manual* contains reports for submission of this information to the *Junior Civitan Insider*. If you don't have access to these forms, then prepare the articles on plain paper and send them to World Headquarters with pictures of the event. Guidelines for submitting articles to *Junior Civitan Insider* can be found in this manual and on the Junior Civitan website. It is important that the public relations coordinator be familiar with the requirements for submitting articles.

Historian

It is the duty of the historian to keep a record or history of the district's activities and achievements during the year. This person should take pictures at projects, socials, and special events. It is recommended that this individual be in charge of preparing award nominations. These nominations should not be thrown together at the end of the year. The historian should compile the information all year long. The criteria to be followed should be requested from the district chair early in the year.

The duties of the historian should be clearly outlined, and this officer should be included in all district and board meetings in a nonvoting capacity.



Sergeant-at-Arms

It is the duty of the sergeant-at-arms to preserve order at all times and perform such other duties as assigned by the governor.

This person should take care of all the property of the district and assist the secretary in seeing that the national flag and district banner are displayed and assure that everything in the meeting place is properly prepared.

The duties of the sergeant-at-arms should be clearly outlined, and this officer should be included in all district and board meetings in a nonvoting capacity.

Chaplain

When considering the office of chaplain, it is understood that districts in some nations may choose not to use this position due to local custom. A careful study of the tone and intent of the *Junior Civitan Creed*, though, clearly allows districts to use the chaplain as an important and meaningful office.

The chaplain should open all meetings with an invocation of Divine blessing upon the district and he or she should deliver a suitable eulogy before the district upon the death of any of its members.

The duties of the chaplain should be clearly outlined, and this officer should be included in all district and board meetings in a nonvoting capacity.