

US Junior Chamber/JCI USA

Action Guide:

Serving as a State President

The duties of the State President are outlined in your state By-laws. This guide is intended to elaborate on the meaning and intent of the duties.

The clarification outlined in this Action Guide will enable a State President to help the Executive Committee successfully fulfill the mission of the US Junior Chamber.

The Role of a State President

1. Open and Regular Communication

The State President is to regularly communicate with his/her team, via email and phone calls and work hand in hand with the Chief of Staff to make sure the team is informed on all upcoming issues and is functioning properly.

2. Assessing Progress Together

Participate in all National Vice President team calls, State Presidents' Coach calls, and assign someone or participate in the Membership Director calls. These will be hosted monthly. The purpose of these calls is to share best practices with other State Presidents and assess what issues our association faces as we brand ourselves as a relevant organization of active young people, and to provide consistent messaging from National and a forum for discussion on such.

3. Prepared Decision Making

Host monthly Executive Team calls. The President is to work with the Secretary to prepare an agenda and make sure the agenda and any materials for that agenda are circulated at least one week in advance if not more. So each member of the board has time to prepare for the meeting.

4. Attend Events

Attendance at State Presidents' Retreat, the Annual Meeting, and National Meeting is required; as you will be a voting member of the Board of Directors at these meetings, speaking on behalf of your state. Attendance at Summer GALs meeting, JCI Conference of the Americas and JCI World Congress is strongly encouraged but not required.

5. Share Best Practices

The President will give reports at each state meeting. These reports highlight best practices of local chapters *creating positive change and announcements*. While membership growth can be celebrated, the State President should remember that growth feeds our ability to create positive change. They must also be prepared to work with their assigned National Vice President so the NVP can prepare their report for National Board meetings.

6. Respond Promptly

Reply to all received member communication (email, telephone) within 48 hours. A reply stating that you need more time for a proper response is acceptable. The point is that all member communication must be acknowledged within 48 hours.

7. Serve as a Face of Company for Sponsors and Partners

The expectation of the State President is to serve as the face of the Jaycees to current and potential sponsors and partners; essentially courting potential sponsors and partners to work with your state organization.

8. Host Conventions

It is the responsibility of the State President to host conventions; as in working with the hosting chapter, if applicable to make sure all needs are covered, to work with the Treasurer on managing finances, to work with your Secretary/Admin VP on finalizing all agendas (conference, exec and board meeting), and working with National to secure a guest speaker/trainer, if applicable.

9. Additional Needs as Requested

The President serves the membership and is a liaison to US Jaycees and all sponsors and partners. The President inspires members through messages distributed monthly in electronic outlets (including social media posts) and in person as the President travels to visit chapters.

10. Always Remember: Image is Everything!

In all places and at all occasions, dress and act in a manner that reflects positively upon the United States Junior Chamber.

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Action Guide:

Serving as a State Vice President

State vice presidents (VPs) provide critical leadership, support and information to state and local organizations. Elected by the members, VPs report to the State President and are voting members of the State Executive Committee and the State Board of Directors.

The duties outlined in this Action Guide will enable VPs to help members and chapters find success in fulfilling the mission of the State and US Junior Chamber, creating positive change.

The Role of a State Vice President

1. Open and Regular Communication

The minimum requirement is to speak at least once per month via telephone with assigned local chapter presidents. The purpose of these calls is to share information from the State board, best practices among each other, and assess what issues your chapters face as they create positive change. While a monthly call meets the minimum requirement, past VPs have found success and team unity with What's App groups, group Facebook pages, or monthly group calls.

2. Assessing Progress Together

Work with the State President to put together the plan of action. Also assist the chapters in putting together their chapter plans (accessing previous plans) including promoting participation in the National CLC and parade programs. Reporting to the state President on a regular basis including quarterly updates on the plane and work toward achieving the overall goals of the state.

3. Prepared Decision Making

Participate in monthly Executive Team calls, hosted by the State President. The VP is expected, in advance of each Team call, to read all agenda materials provided and come prepared to the team call to discuss and make decisions. Actively participating in the decision making process of the state.

4. Participate in Events

Attendance at all state conventions and the State Board Retreat is required. VPs are strongly encouraged to attend one of the National Leadership Training Universities (LTU) and national conventions but attendance is not mandatory.

5. Share Best Practices

The VP will give a VP report at each board meeting. These reports are to be up to three (3) to five (5) minutes in length and highlight your portfolio. Your full report is due to the State President one week in advance of the meeting.

6. Respond Promptly

Reply to all received member and team communication (email, telephone) within 48 hours. A reply stating that you need more time for a proper response is acceptable. The point is that all member communication must be acknowledged within 48 hours.

7. Logistical Support in Preparing for Visits

Work with chapter presidents to prepare for a visit. The chapter president will confirm availability and discuss the expectations of the visit. Making sure to discuss all logistics, including if overnight stay is required, is there a fee for the event, will there be food and who is financially responsible for these things. Also what is the expectation of the officer, will they be training, speaking, addressing media, working at a booth, recruiting members, etc.

8. Membership Recruitment and Retention

Work with local chapters assisting in training and mentoring to provide recruitment and retention best practices. Also on how to use the database and assigning rights. Assist in starting new extensions, working with existing chapters and potential members in the area through the growth strategy process.

9. Other Duties as Assigned

Serve as coaches and trainers for your assigned chapters; developing friendships, getting to know them and the chapter focus and listening to their inputs. A successful VP is a good facilitator and mentor. Work with other members of the team to ensure that efficient resources are available to implement planned programs and achieve goals. Write a monthly newsletter article submitted to the secretary or assigned officer.

10. Always Remember: Image is Everything

In all places and at all occasions, dress and act in a manner that reflects positively upon the United States Junior Chamber. This includes ethically as well; upholding the bylaws of the state, national and international organizations; advising the President of inappropriate activity and/or violations.

*****Portfolio Focuses*****

In some states VPs are assigned by areas, below are those listed areas and their focuses.

Community

National Programs – LLS (Leukemia and Lymphoma Society) and United Nations Foundation Nothing But Nets, Junior Chamber Youth Program and any Statewide Community Initiatives

Individual Development

Membership (all aspects – processing, tracking stats, training), National Programs - Shoot for Success Program, Passport to Civic Leadership, Awards Submissions, Training Taskforce, State Programs – Local Officer Trainings and State Competitions

Management/Business

Financial responsibility, National Submission of Paperwork (CLC and Parade), Website, Social Media, State Insurance, State Conventions (including bid process, securing locations, working with State President on the agenda including suggesting trainers and National guests, working with secretary to send out monthly newsletter, run board meeting in the absence of the President

US Junior Chamber/JCI USA

Action Guide:

Serving as a State Secretary

The Secretary provides critical leadership, support and information to the members. Secretary reports to the State President and is a voting member of the State Executive Committee and the State Board of Directors.

The duties outlined in this Action Guide will enable a Secretary to help members find success in fulfilling the mission of the State Jaycees and US Junior Chamber, creating positive change.

The Role of a State Secretary

1. Open and Regular Communication

Preparing and sharing minutes monthly with the State Executive Committee and Board of Directors and assisting with questions about the administrative side of the organization.

2. Assessing Progress Together

Work with the chapters who have questions regarding keeping great records, putting together a newsletter, corresponding with members and businesses, sponsors, and government officials.

3. Prepared Decision Making

Participate in monthly Executive Team calls, hosted by the State President. The Secretary is expected, in advance of each Team call, to read all agenda materials provided by the State President and come prepared to the team call to discuss and make decisions and provide a report. To take minutes on the call and prepare those within a week sending them to all board members.

4. Participate in Events

Attendance at all State conventions and the board retreat/training is required. The Secretary is strongly encouraged to attend one of the National Leadership Training Universities and both National conventions but attendance is not mandatory.

5. Prepare Newsletter

Secretary will prepare or work with a preparer on a monthly newsletter for the state.

6. Respond Promptly

Reply to all received member communication (email, telephone) within 48 hours. A reply stating that you need more time for a proper response is acceptable. The point is that all member communication must be acknowledged within 48 hours.

7. Additional Needs as Requested

Secretary is responsible to assist in the overseeing our administrative records and as such will be requested to review minutes, newsletters, and all electronic and printed records.

8. Always Remember: Image is Everything

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US Junior Chamber/JCI USA

Action Guide:

Serving as a State Treasurer

The Treasurer provides critical leadership, support and information to the members. Appointed by the President, Treasurer reports to the State President and is a voting member of the State Executive Committee and the State Board of Directors.

The duties outlined in this Action Guide will enable an Treasurer to help members find success in fulfilling the mission of the State Jaycees and US Junior Chamber, creating positive change.

The Role of a State Treasurer

1. Open and Regular Communication

Preparing and sharing financials monthly with the State Executive Committee and Board of Directors and assisting with questions about the financial activity of the organization. This report will cover the financial status of the organization, budgetary issues, and approval of any financial statements.

2. Assessing Progress Together

Work with the chapters who have questions regarding tax-exempt status or any other financial matters that subsidiary organizations question.

3. Prepared Decision Making

Participate in monthly Executive Team calls, hosted by the State President. The Treasurer is expected, in advance of each Team call, to read all agenda materials provided by the State President and come prepared to the team call to discuss and make decisions and provide a report.

4. Participate in Events

Attendance at all State conventions and the board retreat/training is required. The Treasurer is strongly encouraged to attend one of the National Leadership Training Universities and both National conventions but attendance is not mandatory.

5. Prepare Financial Documents

Treasurer will prepare or work with a preparer to submit taxes to the IRS.

6. Respond Promptly

Reply to all received member communication (email, telephone) within 48 hours. A reply stating that you need more time for a proper response is acceptable. The point is that all member communication must be acknowledged within 48 hours.

7. Additional Needs as Requested

Treasurer is responsible to assist in the overseeing our financial well-being and as such will be requested to review credit card and bank statements, etc. This includes dues billing and collections if not on direct pay and invoice approval reimbursement management if on direct pay.

8. Always Remember: Image is Everything

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Action Guide:

Serving as a Regional/District Director

Regional/District Directors act as liaisons to the chapters for the state and vice versa; this is a key leadership responsible for building and maintaining personal relationships with chapters in the region. Regional staff advise chapters on; chapter management, getting a chapter's outstanding work recognized, partnering with other chapters in the region and state, membership recruitment and engagement, working with the media, and generally how to navigate all things Jaycees. With their sole focus being on mentoring chapter leaders through their Jaycee career and educate members about programming across the state.

The duties outlined in this Action Guide will enable RDs to help members and chapters find success in fulfilling the mission of the State and US Junior Chamber.

The Role of a Regional/District Director

1. Open and Regular Communication

The minimum requirement is to speak at least once per month via telephone with assigned local chapter presidents. The purpose of these calls is to share information from the State and National board, best practices among each other, and assess what issues your chapters face as they create positive change. While a monthly call meets the minimum requirement, past RD/DDs have found success and team unity with What's App groups, group Facebook pages, or monthly group calls.

2. Assessing Progress Together

Work with the State President to put together regional plan of action. Also assist the chapters in putting together their chapter plans (accessing previous plans) including promoting participation in the National CLC and parade programs. Reporting to the state President on a regular basis including quarterly updates on the plane and work toward achieving the overall goals of the state.

3. Prepared Decision Making

Participate in monthly Executive Team calls, hosted by the State President. The RD/DD is expected, in advance of each Team call, to read all agenda materials provided and come prepared to the team call to discuss and make decisions. Actively participating in the decision making process of the state.

4. Participate in Events

Attendance at all state conventions and the State Board Retreat is required. RDs are strongly encouraged to attend one of the National Leadership Training Universities (LTU) and national conventions but attendance is not mandatory.

5. Share Best Practices

The RD/DD will give a report at each board meeting. These reports are to be up to three (3) to five (5) minutes in length and highlight the chapters in your region. Your full report is due to the State President one week in advance of the meeting.

6. Respond Promptly

Reply to all received member and team communication (email, telephone) within 48 hours. A reply stating that you need more time for a proper response is acceptable. The point is that all member communication must be acknowledged within 48 hours.

7. Logistical Support in Preparing for Visits

Work with chapter presidents to prepare for a visit. The chapter president will confirm availability and discuss the expectations of the visit. Making sure to discuss all logistics, including if overnight stay is required, is there a fee for the event, will there be food and who is financially responsible for these things. Also what is the expectation of the officer, will they be training, speaking, addressing media, working at a booth, recruiting members, etc.

8. Membership Recruitment and Retention

Work with local chapters assisting in training and mentoring to provide recruitment and retention best practices. Also on how to use the database and assigning rights. Assist in starting new extensions, working with existing chapters and potential members in the area through the growth strategy process.

9. Other Duties as Assigned

Serve as coaches and trainers for your assigned chapters; developing friendships, getting to know them and the chapter focus and listening to their inputs. A successful RD/DD is a good facilitator and mentor. Work with other members of the team to ensure that efficient resources are available to implement planned programs and achieve goals. Put together a monthly newsletter for your region, sharing chapter activities past and upcoming, a calendar of events, and training tips. Host regional meetings, working with the chapters to secure locations and put together an agenda that will provide the members what they need.

10. Always Remember: Image is Everything

In all places and at all occasions, dress and act in a manner that reflects positively upon the United States Junior Chamber. This includes ethically as well; upholding the bylaws of the state, national and international organizations; advising the President of inappropriate activity and/or violations.