

Local Board of Directors

Being elected to the Local Board of Directors is both an honor and a responsibility. You represent your fellow members and the interests of the organization in every decision. You must understand your fellow members' motivations and needs and earn their respect.

Your first priority is the members. Make sure you are in touch with the members through constant communication in and out of meetings. They should feel comfortable to contact you about any problem, question or concern regarding the organization. Respecting their opinions, solving their problems and leading with honesty and integrity will earn their trust and confidence.

LEADERSHIP

Authority of the Local Board of Directors

A Board of Directors consists of officers elected by the members and given the authority to make decisions on their behalf. They lead and provide day-to-day oversight of the organization.

However, the Board of Directors does not rule the organization. Ultimate authority remains in the hands of the membership in the form of a National Board of Directors, who vote on the plan of action, the budget and constitutional amendments. All other decisions are delegated to the chapter's Board of Directors, including approval of all projects and activities. The Board bases their decisions on those documents that have been approved by the membership, as well as the JCI Mission and general capacity of the organization. The Board ensures all activities are aligned with the JCI Mission and are in the best interests of the organization. Board members are legally responsible for the decisions they make, and can be overridden by the General Assembly.

Leading By Example

You are a role model for your members, so you must embody the JCI Mission in your actions and attitude. Your positive example will earn their respect for you as a leader. Your active dedication and hard work will inspire your members to do the same.

You also represent your members to other Local Chapters in your area. Ensure that the image you project reflects positively on the JCI name. Even outside of JCI activities, you still represent JCI, so be mindful of your choices in an external setting.

Leading Efficiently

The number of members on the Board of Directors must represent an appropriate percentage of the total membership to serve efficiently. The Board must pay attention to the organizational structure and suggest constitutional amendments accordingly. See the Administrative Structure Action Guide for more information.

The decisions of the Board must also enhance the efficiency of the organization as a whole. When considering activities, consider the scope, resources required, and the capacity of your organization. Ensure all members empowered to participate, but avoid committing to initiatives that are not realistic for the organization to accomplish. Be familiar with all the resources available at www.usjaycees.org and www.jci.cc to maximize your members' potential.

RESPONSIBILITIES

1. Ensure all activities are aligned to the JCI Mission

The purpose of every JCI Local Chapter is to provide development opportunities that empower young people to create positive change. You are the gatekeepers that every proposal must pass, and you must ensure every activity advances the JCI Mission.

2. Ensure organized administration

The Board is responsible for the administrative duties of the Local Organization, which includes collecting and paying dues on time, meeting all deadlines, locally, nationally and internationally, submitting reports as required and adhering to all constitutional rules.

3. Ensure effective management

The Board of Directors must understand the big picture of the organization and where it's going. Effective management includes implementing all local, national and international strategies, ensuring the long-term growth of the membership and verifying financial solvency. Management also includes delegating tasks appropriately and engaging all members. See the Membership Involvement Action Guide for more details.

4. Uphold JCI identity and brand standards

Your Local Chapter is part of a global network and a global brand. We must all participate to ensure the strength and consistency of our global identity. Use the Corporate Identity Guidelines at www.usjaycees.org to ensure your local materials follow the national brand and messaging.

5. Guarantee transparency and accountability

Your Local Chapter should be registered with the IRS and your Sec. of State's office as a nonprofit organization, and the Board members bear the legal duty to follow the standards of this legal status and ensure the financial integrity of the organization. Make all financial reports available to the membership and ensure the budget is tied to the strategic plan.

6. Grow the organization

Part of managing the Chapter is ensuring the long-term stability and growth of the membership. The impact we can create in the world is limited only by the number of young active citizens who participate in this organization. To create more positive change, we must empower more young people. JCI Local Chapters must therefore continue to share JCI with young active citizens so they can take advantage of the opportunities to create positive change in their communities.

7. Cultivate respect and integrity

As the leaders of your Local Chapter, you set the expectations for acceptable behavior. Maintaining an organizational culture of respect, honesty, diversity of thought, peaceful and amicable discussion and solution-oriented thinking will set the tone for all actions and decisions. Throughout the world, JCI prides itself on its diversity and its values of brotherhood, service, justice and personality. The Board of Directors carries on this legacy through its leadership.

PLANNING

Plan of Action

Strong planning is the key to accomplishing goals. A plan of action outlines objectives and actions to fulfill the Mission. The outgoing Local President and Local

Secretary prepare a draft of the plan of action for the next year. They must refer to the national Plan of Action to ensure the local plan is aligned. The local Board makes any changes before sending it to the state association. After elections, the incoming Board incorporates changes approved by the General Assembly and distributes it to all members. At the beginning of their term in office, each officer prepares an individual implementation plan. Refer to the Local Plan of Action Guide for more detailed information.

Continuity through Strategic Planning

Every Local Chapter must have a plan that goes beyond its yearly activities. The strategic plan creates a map for the future of the Local chapter. It identifies strategic goals and ways by which those goals can be accomplished over a period of time.

Every three to five years, the Board can appoint a Strategic Planning Committee to discuss the Local Organization's future and recommend long-range plans to the Board of Directors. Use the USJC national strategic plan to ensure alignment. After the plan is approved, the Board is responsible for adherence to the strategy. Refer to the Local Strategic Planning Action Guide for more detailed information.

Evaluation

Throughout the Board of Directors' term, they must constantly evaluate the performance of the organization and make adjustments accordingly.

Policy: Are the policies of the Local chapter relevant and current? Do all members understand and adhere to those policies?

Financial: Is the budget tied to the strategic plan? Is the budget monitored routinely by the Board and general membership?

Organizational: How successful has the Local chapter been in implementing the strategic plan? How successful are your projects at creating measurable positive change in the community?

Community: Does the community benefit from the presence of your Local Chapter? Has the community seen an increase in sustainability, prosperity, equality, health and well being as a result of your actions? Has a community needs analysis been conducted recently? See the JCI Active Citizen Framework (in Action Guide 1-The Member) for more information.