

Appointees and Chairman Guidebook

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President



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Welcome

On behalf of the Missouri JCI Senate, thank you for agreeing to be a part of 2018-2019 year by taking on a leadership position for the organization. The projects, programs, fundraisers, and fun events provide the fellowship means and are what make the Missouri JCI Senate the best Senate organization in the country.

Contained in this document are the roles and responsibilities, both general and specific, for appointments leadership and chairman. They are meant to guide you in performing the duties of your program area and by no means considered all-inclusive. You were a great Jaycee and thus, now a senator, so you know how to run a project! As you know communication is key to success and thus, I just wanted to communicate expectations. More information can be obtained on the bylaws page of the Missouri JCI Senate web site (www.mojcisenate.org).

If you have any questions regarding this information, don't hesitate to contact me. I look forward to working with you.

The theme for this year is: **Memories of Past**

Thanks again for your support,
Paul Myers #72173
President
Missouri JCI Senate

General Guidelines

- Communication is key for a successful project and/or in your role!
- All program managers should keep in touch with the President informing him/her of any progress or problems. The Vice President should be copied on any updates or correspondence and is also available to help you! The Vice-President and/or the President will also follow-up with you, as needed.
- Write a quarterly article for the Senate newsletter to keep the membership informed about the project and to ask for volunteers if needed. Follow up on member requests with phone calls, e-mails, or other.
- Prepare and have an email blast sent by Tonya Benton (jci66222@gmail.com) about your project or information you might want to share. Consider doing this a couple times. Early on, two weeks out and then the week of the project. Volunteers, if needed, also can be obtained via email blasts
- If you are on Facebook, the MO JCI Senate Facebook page is also available to communicate your event.

- Report to the general membership at Senate meetings during the period covered by the program or project. If you are unable to attend, send a written report via email to Vice President Chris (deenboy72@yahoo.com) and President Paul (vedderjam@live.com).

Specific Guidelines

Standing Leadership Appointments

1. Chaplain

- Usually provide a prayer or inspirations before each meeting and before meals
- Coordinate emails blasts with Tonya Benton (jci66222@gmail.com) of Senator or close family members serious illness or deaths
- Prepare an inspirational article for each state newsletter.
- Consider coordinating an annual memorial service to honor those Senators who have passed on in the past year.

2. President Assistant

- Assist the Senate State President with administration tasks, organizing activities and protocol.
- Communicate travel needs / expectations.
- Assist the Senate State President as needed.

3. Future Directions

- Serve in your position according to the policy statement (see www.mojcisenate.org/).
- Plan on meeting three (3) times a year at Senate meetings with the other members of Future Directions committee. Communicate with membership about the meetings.
- Solicit and develop Senate members to fill future leadership positions in the Missouri JCI Senate, Region and US JCI Senate.
- Mentor President and officers in leading the organization.
- Help coordinate opportunities and solicit Missouri Hosting Region, US and International JCI Senate events and bring forward to Executive Board and Board of Directors (membership) for consideration.

4. Historian

- Collect and keep a log of all past Senate activities.

- b. Currently, the Historian also keeps the Master Roster from all Senatorships awarded in Missouri.
- c. Keep the Executive Committee and Communications Committee members up to date on this information.

5. Legal Counsel

- a. Provide legal advice and assistance to the Missouri JCI Senate organization, when requested.
- b. Respond to legal correspondence concerning the Missouri JCI Senate organization, when needed.
- c. Ensure that the MO JCI Senate remains current in corporation registration filings with the Missouri Secretary of State office.
- d. Keep the State Senate up-to-date of any changes in legal requirements or protocols for the 501(c)(7) organization.

6. Sergeant at Arms

- a. Greets and welcomes members at door at membership meetings
- b. Stands guard at the door during meetings.
- c. Maintains order and decorum at Missouri State Senate meetings.
- d. Assists with attendance giveaways and other distributions during meetings.

Chairmen

1. Constitution & Bylaws

- a. Assure that bylaws are current and up to date.
- b. Assist in maintaining correct language for proposed bylaw amendment proposals.
- c. Publish all proposed bylaw proposals 30 days prior to meetings where they will be voted on.
- d. Serve as a resource on questions concerning the constitution, bylaws, and policies of the Missouri JCI Senate.
- e. Submit an article to the state newsletter, as applicable.

2. Freshman Senators

- a. Provide “Welcome Packet” to all newly awarded Senators at the state meeting. This includes an invitation to the Senate Hospitality Room. First-time Senators are not charged. Ensure the packet includes a schedule of events and contact information.
- b. Contact and encourage new Missouri JCI Senate members’ participation in the Senate.
- c. Announce the new Senators in your quarterly article.
- d. Contact and collaborate with the US JCI Freshman Senator Program Manager, as applicable.

3. Hospitality

- a. Provide refreshments at Missouri JCI Senate meetings and other activities as determined.
- b. Collect hospitality fees at each state meeting from individuals who utilize the service.
- c. Seek help as needed.
- d. Turn all proceeds into State Treasurer after each state meeting.
- e. Utilize quarterly newsletter to update members as to equipment, foods, beverage and donation needs, etc.

4. Jaycee Liaison

- a. Maintain contact with the Jaycees to keep abreast of their needs and activities, including coordinating training requests.
- b. Report on this information at the state Senate membership meetings.

5. Access Day Liaison

- a. Maintain contact with the Jaycees to keep abreast of their needs and activities, including coordinating training requests.
- b. Report on this information at the state Senate membership meetings.

6. Newsletter/Communications

- a. Solicit articles from officers, appointees and project Chairmen at least two (2) weeks before the newsletter deadline. Newsletters are issued July 1, October 1, January 1, and April 1 or as soon as possible thereafter.
- b. Coordinate with Historian for Missouri Senator addresses list (both email and US Post addresses)
- c. Prepare and distribute by mail and e-mail a Missouri JCI Senate newsletter on a quarterly basis.
- d. Include bylaw change proposals in the newsletter for membership review thirty (30) days prior to the meeting and vote.

7. Email Blast Coordinator

- a. Coordinate with Historian for email addresses.
- b. Officers, Appointees, Chairmen may request the email coordinator to send an eBlast.
- c. Review the eBlast submittal to ensure overall appropriateness
- d. Send eBlast in a timely manner

8. Web Site Coordinator

- a. Maintain and update Missouri JCI Senate web site in a timely manner.
- b. Consult with Missouri JCI Senate President to maintain relevance and keep web site current.
- c. Submit bill to Missouri Senate Treasurer for yearly fees and keep organization appraised of any increase in these fees.
- d. Encourage and promote membership usage of the web site.

9. OYM/OYF

- a. Contact the Missouri Jaycees Executive Director for the names of honorees.
- b. Obtain volunteer Missouri JCI Senators to serve as hosts and hostesses for each honoree at the State Convention.
- c. Assemble and present a basket of gifts for each honoree on their arrival at the hotel.
- d. Provide name badges for each honoree, spouse, and children. Contact Earl and Mary Sawyer for information to prepare such.
- e. Encourage members of the Missouri JCI Senate to attend the reception for OYM/OYF honorees prior to the awards banquet.
- f. Invite honorees and their families to the Senate Hospitality Room following the banquet.

10. Return the Favor (RTF)

- a. Contact and collaborate with the Senate National and Regional Return the Favor Program Managers.
- b. Encourage Missouri JCI Senate members' participation. (e.g., working on Jaycee projects, submitting activities participation)
- c. Compile member participation and submit to Senate National and Regional Program Manager.
- d. Use quarterly newsletter article, email blasts and/or web site to announce RTF opportunities to help the Jaycees.

11. Scholarship

- a. Supply your name and contact information to the US JCI Senate Foundation chairperson so that you are added to their website as the MO contact
- b. Coordinate with National Senate Chairperson and adapt National Senate application for Missouri.
- c. Coordinate final submission date with US JCI Senate Foundation dates

- d. Contact all MO High Schools via email or post card or letter sent USPS – Missouri School Directory
- e. Have the form posted to the MO JCI Senate website
- f. Secure three judges – (recommend that these persons have some background in education, business or organizational leadership. A preliminary judging by the Chairperson to get the numbers down to approximately twenty should be done.
- g. Select top two applications to be submitted to US JCI Senate Foundation competition, these two will also receive the budget allocation from the MO JCI Senate
- h. Select two additional applicants giving special consideration for relationship to a Senator or Jaycee and/or Community service involvement. If do not meet relationship criteria pick the two strongest community service entrants that are not the two selected for national competition
- i. Advise the winners of their selection and have them sign publicity release form and confirm college information
- j. Notification to the High School should be sent as soon as winners *determined along with a certificate to be presented at the High Schools awards ceremony*
- k. Checks will be made payable to the college and winner
- l. Checks will be sent out by June 25th if information is received
- m. Notification should be communicated to all applicants as soon as winners are determined for all four scholarships. Letters to the two submitted to National will indicate approximately when National judging is completed.
- n. US JCI Senate Foundation will hold their judging and notify the winners normally by the end of April. If MO applicants were not National winners notification should be sent to them advising the outcome.

12. Casino Night (Benefits Scholarships)

- a. Contact DeWayne Cartee #62218 (dcartee@mchsi.com) and coordinate the event and materials needed for event.
- b. Solicit volunteers from Senators and friends (15 - \$500 payment, 25 - \$1000 payment)
- c. Communicate with volunteers details of event – time, training, attire

13. Social Projects (Food Experiences, Picnics, Sporting Events, Holiday Social, Winery Visit Events, Any Other Social)

- a. Obtain information regarding location and/or prices. Secure venue (e.g., park reserved area, hotel hospitality, room blocks, winery, area, etc). Communicate to memberships. Obtain committee member or volunteers to help, as needed.

- b. Solicit participation.
- c. Any profit made running a social should be turned over to the MO JCI Senate treasury. All socials should at a minimum breakeven.

14. Super Bowl Parties (Jefferson City)

- a. Secure a location early in the year for the subsequent year's party.
- b. Plan fundraising activities (silent auctions, appetizer competitions, chili cook offs, raffles, etc.) for the party. Funds are usually donated to either Wonderland Camp or Access Day at the Fair.
- c. Solicit participation and prizes for the raffles.
- d. Obtain TV sets to watch the game (and commercials!).
- e. Turn any funds raised in to the Treasurer. All monies should go through the MO JCI Senate official banking accounts

14. Fundraising Projects (Raffle Tickets, Sale Items, etc.)

- a. Contact source and obtain information and regulations for Senate participation.
- b. Secure (borrow or purchase) supplies needed to hold project. Solicit member participation via newsletter articles, phone calls, e-mail to assist with sales.
- c. As soon as possible upon receipt of any monies, turn funds over to Treasurer, obtain checks from Treasurer, and report profit/loss to membership.
- d. Make recommendations for next project chairman.