

P.I.E. Program 2017-18

"Living The Creed"

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Introduction:

The following information contains suggestions and or recommendations for having a successful year as State President. Topics are presented in no particular order. These are not hard fast rules that must be followed but are based on experience and suggestions from other state presidents over the years. Take these ideas and mold them to fit your own particular situation. I hope you will find them useful.

Prepare a Plan of Action

Preparing a "Plan of Action" or a "Business Plan" for your year can be a valuable tool. List your goals. What do you want to achieve? Be sure to make goals attainable and measurable. Be specific. What are the steps that need to be taken to achieve your goals and in what order? Who will be the key players and what are their specific roles? Make a calendar for the year. List your deadlines – membership submissions, Mentors articles, other programs. Schedule your travel well in advance. Consider State meetings, National meetings, local Jaycee events you will be attending, projects, scholarship judging, neighboring State or Region meetings you plan to attend, etc. Schedule time off from work as needed. Schedule hotels rooms and air-fare as needed. If there are events you cannot attend, will you be sending a representative, if so, who? Make sure they have planned accordingly as well. Remember the old saying "Failing to plan is planning to fail".

Become Familiar with the USJCI Website: <http://www.usjcisenate.org>

The website is a fantastic resource for:

- Registration Forms
- Committee Reports
- National Calendar
- National Events/Programs
- Chaplain's Page
- Membership Information
- And much more

Communication is Key

Stay in touch with your membership by whatever means possible. Publish a regular newsletter at regular intervals so members get accustomed to when to expect it. Make sure you have a state website and keep it up to date with interesting information. Create a Facebook page for your state. Reach out to members by phone, email, snail mail, even in person when possible. Do not rely on one primary form of communication. Different people have their own preferences. The more avenues you have open the greater your chances of reaching the masses.

Dues Billing

Send out your dues billings well in advance of the deadlines. Consider promoting “life” memberships which will drastically reduce the amount of work you have to do in each billing cycle.

Financial Planning

Though it may sound obvious, create a budget at the beginning of the year and stick to it. What sources of income will you have this year, dues, ways and means projects, donations, etc. What will be your expenditures? Dues payable, donations, scholarships, meetings, awards, travel, registrations, printing, postage, web hosting, phone, hospitality, etc. Keep an eye on your expenses and don't let them run away from your income.

Take Advantage of Training Opportunities

Plan to attend all national meetings and be sure to include BOD and PIE meetings. If you can't attend, notify your Region VP and PIE Chair. You may have someone from your state attend the PIE meeting in your absence. There may be information made available and questions answered that could be beneficial to your particular state so please try to have representation.

Meeting Preparation

Always be prepared for your meetings. Have copies of agendas, treasurer reports, and other documentation you may need printed well in advance and be sure to have enough copies for everyone who will attend. Be sure committee chairpersons and anyone giving a report is prepared to speak. It's a good idea to require them to have a written report to provide to the secretary to include in the minutes. Keep your meetings to a manageable time frame and try to keep them interesting. Take charge of the meeting and do not let it wander off topic.

Recognition

Always give credit where credit is due. Weak leaders accept accolades for the work their team has done. Strong leaders recognize that their success is a result of the contributions of their team members and share the credit. Thank your team members in person and in public. A

personal phone call, a thank you note, a mention in the newsletter or in a Mentors article are all good ways to say “thank you”. Understand what motivates your performers. Some are motivated by awards, some are motivated praise, some are simple motivated by a sense of accomplishment. Learn what motivates your people and use it to your advantage.

Learn from Others

It is amazing the things you can learn from observing others. Try to visit neighboring State organizations. See how they run their meetings. See what projects they are running. See how they handle recruitment and retention issues. Chances are they do things a little different than you do and maybe you can adapt some of their ideas to benefit your state. And best of all you will make some new friends.

Participate in National Programs

National programs can be a great way to activate your membership. Get them involved. Maybe you’re not interested in the completion aspect of the program but just participating can be a lot of fun. These programs include:

- Return the Favor
- Road Runner
- Presidential Sweepstakes
- Scholarships
- JCI USA – Legacy Membership Program

Manage your Board of Directors

Hopefully you began your year with a full slate of officers. If not, work towards filling any open spots as quickly as possible. A full BOD reflects a healthy organization. Also, keep in mind that you don’t want this job forever. Think about who may be replacing you and work to get them involved and up to speed during the year so you can have a seamless transition at the end of the year.

Keep it Fun

As with any volunteer organization, no one is paid to do this job. We all have many other options available to us where we could spend our free time. People do not generally gravitate toward options that are not fun, are filled with controversy, backstabbing and back room politics. Keep it light. Keep it fun. Make sure everyone looks forward to the next opportunity to get together again. Remember that the friends you make and the memories you share will be your biggest reward.