



# Introduction

As a chapter officer, you have a direct responsibility in providing the tremendous opportunities of the Jaycee process to each member of your chapter. To fulfill that responsibility, you will require many resources, and we believe that this *Officers' and Directors' Guide* is the most comprehensive resource available to you.

This guide has been designed to communicate to you all the basic information you need to effectively function in your respective office. In it you will find (1) your basic job function in your chapter, (2) the management techniques necessary for you to be a vital element in the decision-making process of your chapter, and (3) all the resources available to you and your chapter to ensure a year of Blue Chip success.

You will establish credibility with the members of your chapter not only by how well you function in your specific office, but also by your knowledge of the function of all other officers on your board of directors, and the goals and philosophies of the Jaycee organization. This guide will aid you greatly in establishing that credibility.

Even though all sections of this guide do not relate directly to your office, we highly encourage you to read the entire guide. It is equally as important for a treasurer or local director to have a working knowledge of the Individual Development, Community Development and Management Development programs as it is for the vice presidents who are assigned to those areas. Your members will be constantly asking you questions relative to all aspects of your chapter, not just about the

function of your specific office.

This guide is written in four (4) basic sections.

- A. Section 1, "Our History and Concept," gives you a brief overview of our organization's heritage and how it relates to our current "total Jaycee concept."
- B. Section 2, "You as an Officer," contains vital information for all officers on how to manage yourself and explains the important leadership responsibilities you have assumed. It also defines the basic management system of a chapter and shows how each officer's position is an essential part of the management team of your chapter.
- C. Section 3, "You and Your Specific Office," defines each officer's and director's specific job responsibilities and points out your needed contribution to the attainment of chapter Blue Chip status. It also relates the importance of your activities in planning, communication and managing the affairs of your chapter.
- D. Section 4, "Your Organization," provides an insight to the purpose, structure, leadership positions and events of your state, national and international organization. It also reviews the many valuable resources available to you and your chapter to utilize in your quest for success.

Again, we encourage you to read the entire guide. Maintain an attitude to succeed and utilize this guide constantly throughout the year. It will be your most valuable resource.