

## Local Administrative Structure

The organizational structure of a Local Organization must be suited to meet its own needs. But every Local Organization needs the following components:

1. **General Assembly.** It is through this body that the control of the Local Organization is exercised. It consists of all of the members.
2. **Board of Directors.** The function of the Board of Directors is to provide direction to the Local Organization and facilitate its administration.
3. **Project or Program Committees.** The Project or Program Committees, lead by Chairpersons/Directors, are the means through which the work of the Local Organization is carried out. Each member should be assigned to at least one

## A ROLE FOR ALL MEMBERS

The JCI Mission states:

**“To provide development opportunities that empower young people to create positive change.”**

In order to fulfill the JCI Mission and offer every member an opportunity to get fully involved, the organization’s structure should accommodate and provide a role for everyone. Each individual has their own strengths, interests and leadership aspirations. Ensure that all new and existing members know the opportunities available and ask them to communicate their interest. Allowing people to work on tasks that interest them makes them more likely to embrace their role and succeed at their tasks. When each member is contributing to their full potential, we can build a strong team.

## RATIONALE OF ADMINISTRATIVE STRUCTURE

The suggested organizational structure provides for all necessary operational tasks for managing a non-profit organization and core JCI activities that fulfill the Mission. You can find sample charts of Local Organization structures on page 2 of this document.

### Internal and External Categories

To create a natural division of activities among the Vice Presidents, JCI suggests two categories: Internal and External. This division is based on the stakeholders affected by the activities in that category: members or nonmembers. Your organization can elect as many Vice Presidents for Internal or External Affairs as needed for your Local Organization’s size. The Local President and Executive Vice President oversee the Vice Presidents and allocate activities between the categories of internal and external, and then among the Vice Presidents in that category.

If the activity primarily serves or engages external stakeholders, then it should be assigned to the Vice President(s) for External Affairs. For example, community engagement and outreach, community project management, partnership and sponsorship management, external communications and JCI Programs that target and serve those outside of the membership. If the activity primarily serves and affects the members on a local, national or international levels, then it should be assigned to the Vice President for Internal Affairs. For example, membership management, member training, internal communications, JCI Events and JCI Programs related to members skills and organizational operations.

### Adapting the Structure

The needs of every Local Organization are different. The administrative structures discussed here are guides to help you get started or revamp your existing structure. The structure is flexible enough to handle additions and reductions of people and programs, as well as any other changing needs of your organization. Be ready to add new chairpersons or sub committee directors when workload gets too big for existing leaders. Any leader should supervise no more than five people. Also be prepared to reassign individuals to new roles as tasks change throughout the year.

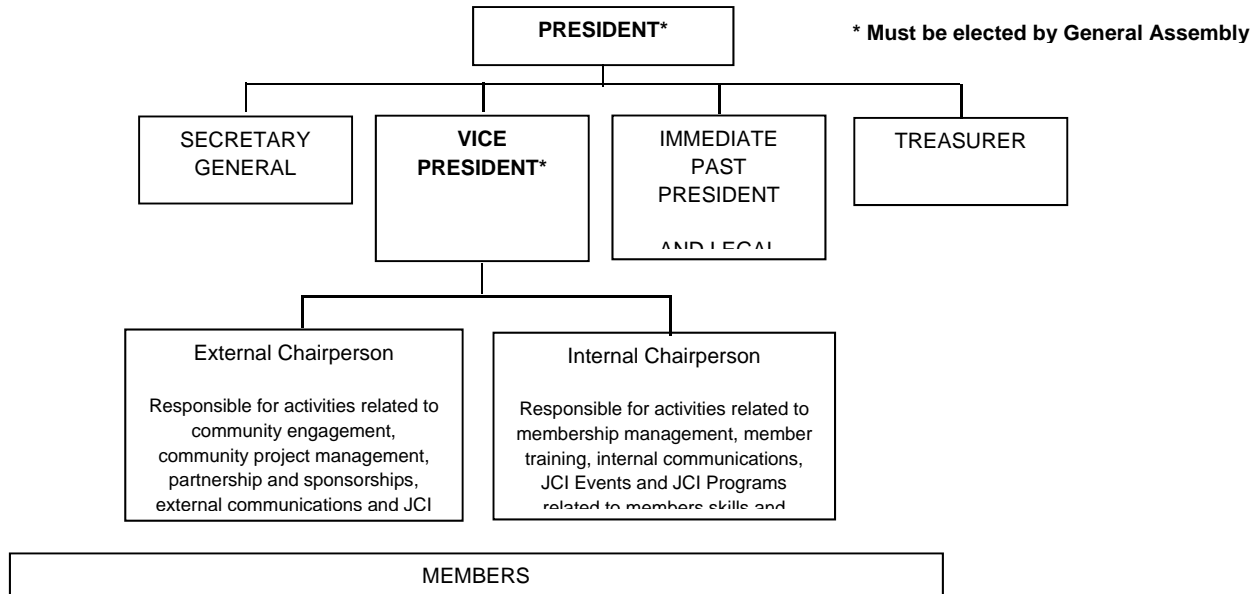
When considering a change in the structure of the board of directors, consult your Local Constitution and follow proper procedure for constitutional amendments if needed.

## LEADERSHIP OPPORTUNITY

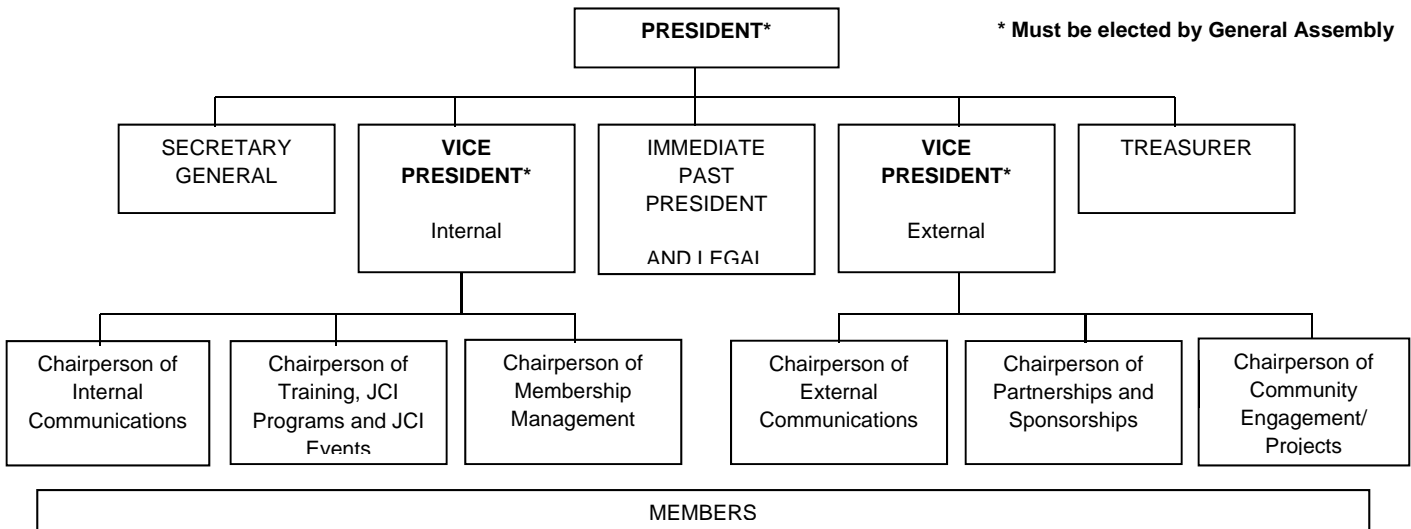
Being a one-year-to-lead organization, we know our founders intended JCI to be a place where many young people could learn to lead. The suggested organizational structures were designed to have about 20% of the members on the Board of Directors. It's important that each year, new members enter the Local Board to bring new ideas and allow for more people to hold leadership roles.

While JCI offers many opportunities for young people to lead, not every member will necessarily want to take a Board of Directors role. While we invite and empower all members to lead, we should also embrace those that want to participate only in projects or only take on a certain task according to their interests. The primary purpose for JCI is to create a positive change in the world. Any member contributing to that goal is a valuable member.

### Local Organizations with about 20 members



### Local Organizations with about 30 members



\*\*If your Organization has 40 members or more, refer to the JCI Local Constitution Guide.