

COSMOPOLITAN INTERNATIONAL



Thinking About Serving as Federation Governor

Things to know to make
an informed decision!

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What is a Federation Governor?

The Federation Governor serves as the chief representative of their respective Federations and holds a voting seat on the Board. This dual role ensures regional interests are represented at the Board level while providing direct leadership and oversight to clubs within each Federation. The Federation Governors work to strengthen member engagement, support club development, promote organizational initiatives, and ensure Federation alignment with the overall mission and strategic goals of the Cosmopolitan International.

When does the term of office begin?

The term of office begins on the last day of the International Convention following your election and ends on the last day of the next International Convention following the end of your federation term.

What are my key responsibilities?

Federation Leadership:

- Provide oversight and guidance to all clubs within their respective Federation, fostering leadership development and operational effectiveness.
- Serve as a mentor and resource for club officers, helping them implement programs, comply with policies, and resolve issues.
- Facilitate regular communication with club leaders through meetings, calls, and regional newsletters.
- Plan and lead Federation meetings, Conventions, training opportunities, and social events to build cohesion and engagement.

Board Service and Governance:

- Serve as a full voting member of the Board, representing the interests, needs, and perspectives of their Federation.
- Attend all board meetings, retreats, and strategic planning sessions.
- Participate in board committees and contribute to policy development, strategic decisions, and program oversight.
- Report regularly to the Board on regional activities, challenges, achievements, and member feedback.

Communication and Coordination:

- Act as a communication conduit between the Board and clubs, sharing important decisions, updates, and initiatives.
- Promote organization-wide programs, campaigns, and service projects at the Federation level.
- Encourage Federation participation in the International Convention and initiatives.

Compliance and Standards:

- Ensure that all clubs within their respective Federations operate in accordance with the Bylaws and Board Policies of Cosmopolitan International.
- Monitor the timely submission of club reports, dues, and other required documentation.
- Support underperforming clubs with troubleshooting, resources, or intervention when necessary.

What does this mean in terms of time commitment?

- Attend CI Board Meetings – monthly zoom meetings and one in-person meeting in late February, early March
 - Report to the Board on the activities of the federation/clubs
 - Relay concerns, problems or ideas that clubs identify
- Judge one International Award entry
- Incorporate all CI goals and projects into federation goals and projects, and encourage all officers and members in your federation to participate in activities of the federation and CI
- Visit each club in the federation and communicate on a regular basis with club presidents
- Keep members informed through regular emails or newsletters
- Ensure the plans by the host club for the Federation Convention are in order and/or assist as required
- Chair federation meeting at convention
- Organize and chair regular federation meetings if you deem them necessary

The time commitment is up to you! If you communicate, communicate, communicate that is the most important aspect of this position. How you accomplish that is up to you. You are the link from the federation to CI and from CI to the federation and club members.

What is the Governor of the Year Award and how do I qualify?

The Governor of the Year Award was established to recognize the hard work done by a Federation Governor of a successful federation. To be eligible for the award a Governor must meet the following criteria:

1. Net membership increase in the federation
2. Attend previous or upcoming International Convention
3. Attend at least 75% of CI Board Meetings.
4. Submit a CosmoTopics article
5. Ensure that the federation conducts an annual convention and at least one additional Federation Executive meeting.

CI International President determines the winner.

Where Do I Begin?

Normally, you will serve for a year as Governor-Elect. During that year, CI will provide a training session at the in-person mid-term CI Board meeting. There is a comprehensive manual available. It is extensive but it will provide you with valuable information and tools to make your year as Governor successful. In addition, the current Governor and the Past-Governor are there to assist you and provide mentorship throughout your term as Governor-Elect and Governor.

If you have not served as Governor-Elect but would like to become Governor, help is available. You have already served in leadership roles within your club or your professional career. This is valuable experience that will help you lead your federation. In addition, there is the comprehensive manual. CI Leadership want to make sure that you are supported and that you are provided with the information you need to be successful so you can draw on their expertise. There are also Past Governors or current Governors in your federation or other federations that will provide assistance to you.

Following is a summary so that you have a better idea of the expectations of a Governor.

Begin Planning Your Year Now

- Plan to attend the next International Convention
- As Governor-Elect, attend the First CI Board meeting at the International Convention as an observer
- As a Governor, attend the Second CI Board meeting at the International Convention as an active participant

- Be prepared!
 - Know CI goals and objectives
 - Be familiar with International and Federation bylaws and Board policies
 - Familiarize yourself with the clubs in your federation – number of members, meeting times, ask to be added to mailing lists for club newsletters
 - Attend your Federation Convention this spring. Meet with the current Federation Governor – find out what worked and what did not.

Immediately Following Installation

- If not already elected, select Federation officers if your bylaws allow (Secretary, Treasurer, Lt. Governors, Judge Advocate) and committee chairs (whatever you deem necessary – Membership, Bylaws, Awards, Training). Look for opportunities to involve members. Discuss expectations with each officer and committee chair
- Remit a list of the federation officers to CI Headquarters
- Contact each club president. Discuss their goals. Urge them to plan a membership event to kick off their year. Obtain a list of their club officers with their emails OR send a welcome letter and introduce yourself to all federation members.
- Arrange to visit each club -don't wait for clubs to invite you! The best way to avoid public speaking jitters is to be prepared. Find out what's going on with each club. Do they have a long-term member in the club that should be recognized? Are they celebrating a milestone anniversary of their club charter? Are they holding a special event they would like you to attend?
- Relay communication from CI.
- Be prepared to install new members or club officers.

Within First Quarter

- Ensure there is a working realistic budget. If not, establish a budget according to federation bylaws
- Schedule federation officer meetings or a meeting and include club presidents
 - Prepare and distribute the agenda well in advance
 - Look for ways to stimulate discussion at your meeting. If you prefer, ask club presidents to submit written reports and include with the agenda
 - Review and make sure plans are in place for the spring federation convention.

Throughout the Year

- Communicate, communicate, communicate. Send regular emails or newsletters to federation members. Let them know what is going on within the federation and CI.
- Send written Governor reports to CI for regular monthly meetings.
- Attend CI meetings. Participate on CI committees if you want.
- Arrange for federation meetings if required
- Promote awards, convention attendance, any new CI or federation initiatives

At the Federation Convention

- Ensure protocol is observed. Review the program and make recommendations
- If your federation convention has training sessions suggest topics such as Officer Training, Membership, Fundraising or Awards and if necessary, assist or offer to provide the training session.

After You've Served Your Term

- Stay active! Consider serving at the International level. Get involved again in your local club. You are a proven leader in the organization
- Look for Cosmos you can mentor and recommend for leadership positions.

Consider taking on this important role. It is a key position that will help ensure a successful organization. Through your efforts, club members will be informed. If there are challenges, you will have a team surrounding you that will be willing to help. There are many dedicated Cosmopolitans that have served or are serving in leadership roles and they will assist you in whatever way possible. It is your clubs and your federation that will thrive if there are effective Governors in place to lead the way. Why not lead the way?