

National Board Roles and Responsibilities

ADMIN DIRECTOR

Main aspects to role:

- Management of Google drive/file sharing
- Sorting JCI email addresses and emailing groups for national board and some local chambers
- Preparing documents for national council and other national events
- Providing templates/preparing slides for events
- Taking minutes at national board and national council meetings
- Arranging where national board meeting will take place i.e. meeting venues and accommodation
- Helping produce agendas for all meetings
- Organisation of National Awards programme, including:
 - > opening submission process on jci.cc website
 - > organising judging administration for National Board
 - > ordering awards
 - > producing certificates
 - > drafting running order
 - > producing slides
 - > setting up Awards Ceremony at National Convention.
- Generally anything that can be classed as admin.
- Chasing people!! (no one can escape)

Time commitment outside of National Board meetings:

The start of the year will require more time to get everything set up for the year ahead. Throughout the year you'll get emails and requests from members and local council teams frequently, most of which only require a few minutes to respond to/solve. In the lead up to national board meetings, national council and other national events your workload will increase preparing all the documents and slides etc.

Key skills:

- Patience!
- Computer skills i.e. word, powerpoint, excel, google
- Organisation
- Forward planning
- Typing (helpful for taking minutes)
- Negotiation skills (great for organising venues etc)

Events expected to attend:

- Board to Board handover
- All national board meetings
- Launchpad
- Presidents and Deputies Day / Weekend
- AGM
- Awards Judging Weekend
- National Convention