

# National Board Roles and Responsibilities

## INTERNATIONAL DIRECTOR

### Main aspects to role:

- Prepare and lead the UK delegation for European Conference and World Congress. Including:
  - Find UK hotel.
  - Prepare delegate bags.
  - Send information to delegates (especially looking after first timers).
  - Communicate about programme to ensure JCI UK represented at major events.
  - Arrange welcome drink and pre-gala drink and not-the-awards.
  - Arrange booth at global village for World Congress.
  - Co-ordinate business breakfasts with other NOMs.
- Promotion (including digital marketing/Facebook group) of international events to our members.
- Liaison with international event organisers.
- Maintaining existing international relationships and responding to queries about new relationships.
- Promoting international spirit and activities to members.
- Mentoring local international directors.
- International networking on behalf of JCI UK.
- Orgiansie NOM to NOM weekend which is hosted in the UK in 2018, along with co-ordinating the JCI UK National Board delegation.
- Promotion of bursaries available to members.

### Time commitment outside of National Board meetings:

- Significant time required leading up to large events (c. 10 hours per week).
- Large time required for the organisation of NOM 2 NOM.
- Flexible otherwise.

### Key skills:

- International networking
- Leveraging relationships
- Patience, diplomacy and listening skills (members tend to come with any issues during conferences)
- Delegation (need team to help during the events)
- Caring (concern for welfare of delegation)

### Events expected to attend:

- Board to Board handover.
- All national board meetings.
- Launchpad.
- NOM 2 NOM
- Presidents and Deputies Day / Weekend.
- European Conference
- World Congress
- AGM.
- Awards Judging Weekend.
- National Convention.