

JCI UK 2019 National Team Roles & Responsibilities: Finance & Membership Director

Focus of the role:

- Leads on the preparation and monitoring of the national budget.
- Keeps control of finances including from membership.
- Provides support and guidance to local Chambers where needed on budgets and all things finance.
- Responsible for ensuring insurance provision is in place.



Opportunities to Step Up:

- Maintaining financial records for JCI UK on a regular basis – reviewing bank statements, expense claims etc.
- Provide regular reports to the National President and National Board on the financial position of JCI UK – income and expenditure against budget.
- Reconcile membership payments received (i.e. Go Cardless payments) against the list of members and calculating the level of capitations payable to Local Chambers.
- Paying our creditors, the National Board directors' expenses, and capitations to chambers.
- Keeping track of specific receipts, such as sales for National Academies.
- Producing annual accounts and arranging for their audit/independent review.
- Lead on ensuring JCI UK has appropriate insurance cover on a national and local basis.
- Assisting chambers with any financial queries.
- Working with the Deputy National President on the production of a national budget for the following year.

Time commitment outside of National Board meetings:

- Several hours a month maintaining records, arranging payments and administration.
- Ad hoc projects, including any at the request of local chambers.

Key skills:

- A good understanding of accounts.
- Budget management.
- Good ITC skills.
- Attention to detail.

Key events and meeting required to attend*:

- Board planning day – 8th December 2018.
- All national board weekends (likely to be 3 or 4) including awards judging.
- Monthly National Board conference calls – 1st Tuesday of the month (i.e. 7:30pm).
- 'Launchpad'.
- Presidents and Deputies Day / Weekend.
- AGM.
- National Convention – likely to be 22nd-24th November 2019.

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- *Recommended: National Organisation of Members (NOM) to NOM – 15th-17th March weekend in Belgium.*

** Please speak to the 2018 Deputy National President for an update for keys dates.*