

JCI UK 2019 National Team Roles & Responsibilities: President's Assistant (Admin Director)

Focus of the role:

- **Assist and support the National President with key administrative and organisational tasks and duties.**
- **Organise the National Board and National Council meetings and the National Awards program.**
- **Act as Project Director for the JCI UK National Ten Outstanding Young People (TOYP) program.**



Opportunities to Step Up:

- Take a lead on organising the National Board meetings (in person and conference calls) and National Council meetings i.e. booking venues, accommodation and creating 'survival guides' with key information.
- Create the notification, agenda, minutes and action points for all National Board and National Council meetings within the required timescales as per the Constitution.
- Lead on the management of Google drive/file sharing for National Board and National Council.
- Take a lead on the creation of JCI email addresses and emailing groups for National Board, Regions and and some local chambers as required.
- Providing templates/preparing slides for events.
- Responsible for running the National Awards, including:
 - organising judging administration for National Board.
 - ordering awards.
 - producing certificates.
 - drafting running order.
 - producing slides.
 - secure sponsorship for awards.
 - setting up Awards Ceremony at National Convention.
- Support the National President with submission of European and World Awards once created by Local Chambers.
- **Act as National Project Director for the TOYP Awards:**
 - review the current approach.
 - simplify the award entry process.
 - work with Local Chambers to run TOYP at a local level.
 - working with the Business Development & Partnerships Director to secure sponsorship support for running TOYP.

Time commitment outside of National Board meetings:

- Responding to requests and enquiries from Local Chambers.
- Regular liaison with the National President to help plan agendas etc.

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Key skills:

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

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.
- *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.