

JCI UK 2019 National Team Roles & Responsibilities: Website Director

Focus of the role:

- Lead on the national roll out and continued development of the JCI UK website.
- Provide information, support and training to Local Chambers on how to use the website.



Opportunities to Step Up:

- Act as national project management for the continued development and roll out of the JCI UK website.
- Liaise with our external website creative company and hosting company.
- Work closely with the Communications and Marketing Director and National Officers to ensure the website is used to its full potential, that copy is up to date, events and blogs are published regularly.
- Working with the President's Assistant (Admin Director), lead on exploring the most appropriate options for e-mail programs for Local Chambers and the National Organisation.

Time commitment outside of National Board meetings:

- Time to write briefings and guidance for Local Chambers on how to use key parts of the website.
- Regularly review the JCI UK website and ensure

Key skills:

- Project management.
- IT technical knowledge and skills.
- Communication skills.

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.