

JCI UK
**NATIONAL
BOARD ROLES**
2020



ROLES AND RESPONSIBILITIES

This document outlines the key roles and responsibilities of members of the JCI UK National Board. Taking on a National Board position is a significant commitment and guidance as to the amount of time required for each role is outlined.

The key skills of each role are also listed. JCI UK is a learning by doing organisation therefore National Board candidates do not need to possess all of the skills listed under each role, just a passion for the role and a desire to learn.

GENERAL

Required Deliverables

- Help deliver JCI UK Plan of Action.
- Attend national board meetings and national events (including Presidents and Deputies Weekend, AGM and National Convention).
- Produce reports ahead of national council meetings.
- Present and answer questions at national council meetings.
- Promote JCI UK events and projects.
- Write blogs and newsletter articles.
- Update website for area of responsibility.
- General admin, including responding to e-mail enquiries.
- Complete handover to successor.

Key skills:

- Project co-ordination.
- Marketing/promotion.
- Motivation and inspiration of volunteers to support a cause.
- Liaison with partners and negotiation skills.
- Being organised.
- Networking.
- Delegation.
- Strategic thinking.
- Event organisation.
- Communication.
- Mentoring.



BOARD DIRECTORS

For 2020 there is a change in the structure of National Board so that rather than a Director being responsible for an entire portfolio area (such as Community or Marketing) the roles and responsibilities for different tasks will be shared between the team and certain projects can be undertaken by members who cannot be part of the National Board team.

As a collective the National Board team will need to ensure that all tasks are completed but can allocate tasks to take into account the strengths of the individuals and also other commitments (such as holidays or busy periods at work). There will be a strong emphasis on #ThePowerOfUs whereby the work of the team as a whole is the most important thing and that the National Board team will work together for the success of the organisation. On the intention to stand document there is an opportunity to express details of the projects which individual Directors would be interested in being involved in.



ADMIN DIRECTOR

Main aspects to role:

- Google drive/file sharing
- Sorting JCI email addresses & emailing groups for national board & 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 venues and accommodation for National Board Meetings
- Producing agendas for all national board and national council meetings
- Organisation of national awards programme, including:
 - opening submission process on jci.cc website
 - organising judging administration for National Board
 - ordering awards and certificates
 - organising the awards ceremony at National Convention
- Generally anything that can be classed as admin.
- Chasing people!! (No one can escape)

Time Commitment

You will be busy at the start of the year setting everything 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 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 and Google
- Strong organisational skills
- Forward planning
- Fast and accurate typing (helpful for taking minutes)
- Negotiation skills (great for organising venues etc.)



FINANCE DIRECTOR

Main aspects to role:

- Maintaining financial records for JCI UK on a fairly regular basis (monthly or so). This is mainly driven by exporting bank statements to Excel and interpreting.
- Liaising with the membership team to reconcile membership payments received to the list of members, and then calculating chambers' capitations.
- Paying our creditors, the National Board directors' expenses, and capitations to chambers. This requires a "run" of 20-30 payments every 2-3 months.
- Keeping track of specific receipts, such as sales for national academies.
- Producing annual accounts and arranging for their audit.
- Arranging insurance for the national organisation.
- 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 is probably necessary to have or to quickly learn.
- Attention to detail.



DEPUTY PRESIDENT

Main aspects to role:

- Recruit a national board team for the following year.
- Produce a plan of action and budget for the following year.
- Devise and deliver a training programme for the local deputy presidents.
- Work together with the deputy chair of the British Senate.
- Support the national board team where required.
- Shadow and work with the President to learn as much as possible about the role.
- Deputise for the President where necessary.
- Chair the Chamber Task Force – support new and struggling chambers.
- Liaise and support the team of local deputy presidents.

Time commitment outside of National Board meetings:

- Attend JCI Academy in Japan – 10 days in July (subject to application and approval).
- Deputy training sessions on Sundays after Presidents and Deputies Day and AGM.
- International events: European Presidents Meeting (4 days in February), European Conference (5 days in May or June) and World Congress (7 days in November).
- Time required to prepare for each of the above. No specific time commitment in terms of other aspects of role (plan of action etc), but likely to be concentrated in the second half of the year.
- Visiting local chambers at the invite of the chambers and discretion of the Deputy President.

Key skills:

- Key skills:
- Strategic planning
- Motivating and inspiring volunteers
- Training
- Mentoring
- Diplomacy
- Public Speaking



NATIONAL PRESIDENT

Main aspects to role:

- Lead the implementation of the national strategic Plan of Action for JCI UK developed whilst Deputy National President.
- Represent JCI UK at an international level, including at General Assembly at European Conference and World Congress.
- Liaise with the JCI International Board of Directors and HQ.
- Provide reporting to JCI International Board of Directors & HQ on behalf of JCI UK as and when required.
- Network and keep in contact with other National Presidents.
- Lead National Board team including chairing board meetings.
- Chair National Council meetings.
- Represent JCI UK at meetings and invited events.
- Devise and deliver a training programme for the local presidents.
- Respond to e-mail enquiries (delegating to appropriate National Board director as appropriate).
- Represent JCI UK at Scottish and Irish Conferences, including delivering Friendship Speeches.
- Speak at local chambers' annual dinners (as invited).
- Keep JCI UK members and local presidents updated about activities via newsletter editorials and regular e-mails.
- Mentor local presidents.
- Actively collaborate with British Senate Council (particularly Senate Chair & JCI UK Senate Liaison Officers).

- **Time commitment outside of National Board meetings:**

- Daily activity in terms of responding to e-mails and speaking to National Board team and local presidents. Larger input required leading up to major events.
- Local president training sessions on Sundays after Presidents and Deputies Day and AGM.
- International events: European Presidents Meeting (4 days in February), European Conference (5 days in May or June), World Congress (7 days in November), Scottish Conference (one weekend in March/April) and Irish Conference (one weekend in October).
- Numerous local chamber annual dinners throughout the year (Friday and Saturday nights).
- Other visits to local chambers at the invite of the chambers and discretion of the President.

Key skills:

- Time management
- Networking
- Conflict resolution
- Strategic planning
- Motivating and inspiring volunteers
- Training
- Mentoring
- Diplomacy
- Chairing meetings including Roberts Rules of Order
- Public Speaking
- Reporting & administrative



IMMEDIATE PAST PRESIDENT

Main aspects to role:

- Mentor National President and other National Board members.
- Ensure effective succession planning and knowledge transfer.
- Complete Annual Report for previous year (hard copy report to be completed in Q1 and oral report delivered at AGM).
- Assist Finance Director with completion of Annual Accounts.
- Acting as Parliamentarian where required at National Council meetings.

Key skills:

- Mentoring
- Selling/explaining JCI to those new to the organisation
- Using experience to suggest solutions in existing chambers
- Excellent knowledge of JCI UK's Constitution.