

JCI London 2019 Council

Roles & Responsibilities:

Overview of JCI London Council

Focus of the role:

The role of the JCI London Council is to run the chamber in a professional and business-like manner, in accordance with the mission and vision of JCI.

Benefits to all roles on the council:

- JCI business cards
- JCI Local Officers pin
- Invitations to exclusive events from our sponsors and partners (LCCI, CET, etc)
- Opportunity to help shape the future of our organisation
- Gaining CV-enhancing skills: leadership, project management, strategic thinking, budget management, people skills, etc
- Working with a team of energetic, ambitious people, in which life-long friendships are often formed

Major responsibilities and expectations of all roles:

- Contribute to the development of the strategic goals and plan of action for 2019
- Recruit team members for projects (depending on the role)
- Publish one (or more) blog post / article on major experiences, events or projects you've had at JCI London to promote the chamber's activities
- Promote the JCI mission and values, answer member queries and encourage potential members to join
- Maintain essential records (contacts, project plans, reports, etc.) on the Google Drive to pass important information between directors and enable a smooth handover
- Identify and train a successor for the following year to maximize knowledge transfer

Key dates and commitments:

- London AGM (Board Directors/Officers will be elected) – 14 November 2018
- Strategic planning sessions for 2019 – 17 November and 8 December 2018
- Monthly council meetings (Jan to Dec 2019) – one evening per month, timing to be decided by the 2019 team when elected
- Project team meetings during evenings / weekends depending on the role
- Regular attendance at JCI London events

JCI London 2019 Council Roles & Responsibilities: President

Focus of the role:

- **Develop and oversee the strategic and day-to-day management of JCI London**
- **Act as the public face of the chamber during key national, international and external events**

Opportunities to Step Up:

- Represent and vote on behalf of JCI London's best interests at JCI UK national meetings
- Lead the development of the chamber's vision, plan of action and budget
- Chair monthly council meetings
- Attend the Staines Memorial and Belgium National Convention
- Attend London Chamber of Commerce & Industry council meetings
- Liaise with the JCI UK President and National Board as necessary
- Network and keep in contact with other local presidents, particularly in the UK and Twinning chambers
- Plan and deliver two planning sessions for the 2019 JCI London Board of Directors
- Oversee the planning and execution of all major projects within the chamber, and ensure the JCI vision, mission and values are well known and used
- Communicate with members by email, newsletters, social media and at events
- Organise knowledge transfer to the Deputy President and future council members
- Mentor less experienced members and help them reach their potential

Skills you will develop:

- General management
- Team leadership
- Coaching
- Recruitment
- Long-term strategic thinking
- Networking and relationship management
- Communication and public speaking
- Budgeting and financial management

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Roles & Responsibilities:

Deputy President

Focus of the role:

- **Support the President in the day-to-day management of JCI London.**
- **Responsible for preparing and succession planning for the following year.**

Opportunities to Step Up:

- Supervise and support the management of JCI London events and projects
- Manage and follow-up national / international award submissions
- Apply for European Academy and attend if a place is secured to develop skills to lead the chamber the following year
- Prepare vision, plan of action, and budget for the following year
- Recruit a Board of Directors for the following year
- Be present at major events if the President is unable to attend
- Network with the Deputy Presidents from other UK chambers and Twinning chambers
- Lead the reporting for the 100% efficiency initiative.
- Liaise with the JCI UK Deputy President

Skills you will develop:

- General management
- Team leadership
- Coaching
- Recruitment
- Long-term strategic thinking
- Networking and relationship management
- Communication and public speaking

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Roles & Responsibilities:

Finance and Membership Director

Focus of the role:

- **Leads the preparation and monitoring of the JCI London budget and financial reporting.**
- **Provides advice to other Directors where needed on finance and budgets.**
- **Oversees membership administration and member engagement initiatives.**

Opportunities to step up:

- Maintain financial records for JCI London on a regular basis – i.e. reviewing bank statements, expense claims, etc.
- Administer expense claims to ensure council members are reimbursed for any spending on a timely basis
- Liaise with the JCI UK Finance and Membership Director with regards to membership fees
- Co-ordinate grant applications to secure funding for the Chamber's projects
- Prepare and complete the accounts to responsibly show members how their membership fees are spent
- Coordinate the membership process – recruitment, onboarding, engagement, satisfaction, retention, and leaving
- Maintain the membership database to track member activity

Skills you will develop:

- Budgeting and financial management
- Networking and relationship management
- Communication and public speaking
- Consulting

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Roles & Responsibilities:

Events and Communications Director

Focus of the role:

- **Develop and lead a team of communications and marketing managers.**
- **Lead marketing and social programmes and activities throughout the year.**

Opportunities to step up:

- Create and implement a communications and marketing strategy which raises the profile of the chamber within London and internationally:
 - Develop the brand of JCI London in relation to the 2019 vision and plan of action
 - Expand the chamber's social media reach and evaluate the effectiveness of the channels used, to understand how best to reach members
 - Manage content and promotion to unify all of the chamber's initiatives
- Create and control a budget for all social events and marketing activities
- Oversee the planning and execution of the 2019 Gala Dinner
- Lead a team of Marketing and Events Managers to support the delivery of this portfolio.
- Research and look for PR opportunities for JCI London to enhance the visibility and reputation of the chamber
- Oversee the chamber's bi-weekly newsletters.
- Provide consulting to Directors for their own events planning and marketing.
- Liaise with the JCI UK Communications & Marketing Director.

Skills developed:

- Team leadership
- Event planning and management
- Budget management
- Networking and relationship management
- Marketing and PR
- Project management
- Communication and public speaking
- Negotiation
- Consulting

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Roles & Responsibilities:

Community Action Director

Focus of the role:

Champion the UN Sustainable Development Goals (SDGs) and the JCI Active Citizens Framework (ACF) to identify key problems and solutions to impact the London community

Opportunities to step up:

- Identify the key needs of the London community and develop a strategy for high-impact community projects
- Network with external organisations in London (e.g. other NGOs, London Chamber of Commerce) to seek out projects and collaboration opportunities for the chamber
- Oversee the Ten Outstanding Young Persons and Investing in Young Persons programmes for JCI London
- Lead the Active Citizen Experience (ACE) initiative for JCI London – logging and recognizing voluntary hours undertaken by members within and external to JCI
- Liaise with the JCI UK Community Action Director

Skills developed:

- Networking and relationship management
- Community engagement
- Project management
- Communication and public speaking

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Roles & Responsibilities:

Strategy and Partnerships Director

Focus of the role:

- **Identify ways in which JCI London will be the organisation that unites all sectors of society (public, private, and civil) to create sustainable impact.**
- **Lead activities that focus on membership growth and engagement.**

Opportunity to step up:

- Set up a 'growth and development' working group to consider key priorities for the chamber:
 - a) Devising a 5-year strategic plan for JCI London based on the strategic themes of the global plan
 - b) Identify longer-term projects and activities to help grow JCI London
 - c) Research other membership organisations and bring in best practices
- Proactively seek out potential new partners for the chamber to align with our long-term goals and projects
- Create proposals and packages to secure sponsorship or in-kind support to invest in the organisation
- Maintain relationships with key existing partners (e.g. London Chamber of Commerce & Industry, London School of Business and Finance, City of London Corporation)
- Consult with other Directors or Project Managers who require support from partners to deliver their projects
- Liaise with the JCI UK Business Development and Partnerships Director

Skills you will develop:

- Long-term strategic thinking
- Networking and relationship management
- Project management
- Sales
- Negotiation
- Communication and public speaking

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Roles & Responsibilities:

Training Director

Focus of the role:

Lead and champion the chamber's skills development programme.

Opportunities to Step Up:

- Identify key training needs and themes for JCI London to focus on
- Develop the training strategy and plan of action for the chamber
- Plan and execute local training events: seek speakers / facilitators, oversee content design, arrange logistics, and promote events to members
- Seek feedback from members around the types of skill development they need and how to improve our trainings
- Conduct external research to identify best practices for running training programmes
- Provide consulting to other Directors running skill development programmes
- Promote the JCI UK Academies (Marketing, Public Speaking, Training and LEAP)
- Liaise with the JCI UK Training Director

Skills you will develop:

- Training design and execution
- Event planning and management
- Networking and relationship management
- Communication and public speaking
- Consulting
- Any other skills from trainings that you run and attend!

JCI London 2019 Council Roles & Responsibilities: Project Manager

Focus of the role:

Lead a few smaller projects AND/OR contribute to larger programmes within these areas: business, training, social, community, and international.

Examples of smaller projects / programmes:

- International Peace Day (community)
- Christmas Dinner (social)
- Monthly members meetings (social / training / business / international / community),

Examples of larger projects / programmes:

- TEDx Square Mile (community)
- Start-up Academy (business)
- World Clean-Up Day (community)
- International Mentoring Programme (international/business)
- Corporate Membership Programme (business)

(the list of examples is not confirmed and may be amended, extended or turned around during the Council Strategy Planning Session)

Opportunities to step up:

- Construct a project plan and budget and present to the JCI London Board of Directors where needed
- Recruit a team to execute the project, where needed
- Manage the key external partnerships linked to the project, where applicable
- Ensure the project is run using the Event Management worksheet on the Drive. Become familiar with it and help other team members use it, to ensure that best event management practices are used
- Chair regular meetings and track progress and key actions throughout the project
- Ensure projects are linked to the JCI mission and vision and the strategic goals of JCI London. Also ensure projects increase value for members and increase the reputation of the chamber.
- Complete an After Action Review to capture key outcomes and learnings when the project has finished for knowledge transfer purposes

Skills you will develop:

- Project management
- Team leadership
- Communication and public speaking
- Budgeting and financial management
- Marketing
- Recruitment
- Networking and relationship management

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Roles & Responsibilities:

Marketing Manager

Focus of the role:

Work with the Events and Communications Director to implement the chamber's communications strategy.

Opportunities to Step Up:

- Produce engaging content (social media / blog posts, videos, etc.) for the chamber's marketing activities
- Contribute to the development of the chamber's communication strategy
- Look for PR opportunities for JCI London to enhance the visibility and reputation of the chamber
- Research marketing best practices from other organisations to bring into the chamber
- Contribute to the chamber's bi-weekly newsletters
- Work with other Directors to support the marketing of their initiatives

Skills you will develop:

- Content production
- Social media management
- Consulting
- External research

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Roles & Responsibilities:

Events Manager

Focus of the role:

Work with the Events and Communications Director to implement the chamber's social events.

Opportunities to step up:

- Support the planning and execution of the annual Gala Dinner
- Take the lead on organising regular social events for members (i.e. booking the venue, organising the program, promoting the event to members, acting as the host during the event, etc.)
- Ensure the programme is run using the Event Management worksheet on the Drive, to ensure that best event management practices are used

Skills you will develop:

- Events planning and management
- Project management
- Communication and public speaking
- Networking and relationship management

JCI London 2019 Council Roles & Responsibilities: Immediate Past President

The role of the IPP is to offer mentoring to the President and support and advice to the council. It is the only non-elected role on the council.