

# 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