

Proposed 2021 Council Roles

Note from Incoming JCI Southampton President Michael Rotheron:

Being part of the local council is a great way to learn valuable skills for work and life in general. Being part of the council will allow you to develop leadership skills to help you progress in the workplace.

It has been said numerous times that the effort you invest in JCI is repaid more than twice over, I certainly would agree with this. People build themselves in the learning environment that JCI offers, stepping into the local council gives you a chance to experience this.

If you would like to know any more information about a role or project, please feel free to contact me on mike.rothon@gmail.com / 07510766349.

Deputy President

Your main role involves supporting the President and Directors in implementing their plans. You'll also be responsible for preparing and succession planning for the following year.

Key aspects of the role:

- Supervise and support the management of JCI Southampton events and projects
- Be present at major events if the President is unable to attend
- Prepare vision, plan of action, and budget for the following year
- Assist in the development of a 3 year Strategic Plan for the chamber
- Apply for European Academy and attend if a place is secured to develop skills to lead the chamber the following year
- Support with national/international award submissions
- Network with the Deputy Presidents from other UK chambers
- 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

Finance Director

You'll be responsible for administering the day to day finances and long-term financial planning, to ensure the financial interests of the chamber are protected and managed in an appropriate way to secure the future success and financial viability of the chamber.

Key aspects of the role:

- Maintain financial records for JCI Southampton 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 Director with regards to membership fees
- Explore potential grant applications/funding options for Chamber projects
- Prepare and complete the accounts to responsibly show members how their membership fees are spent

Skills you will develop:

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

Community Director

Your role is to lead in organising the programme of community events and project and championing the Global Sustainable Development Goals (SDGs) in the projects and campaigns we run.

Key aspects of the role:

- Identify the key needs of the Southampton community and develop a strategy for high-impact community projects
- Network with external organisations in Southampton (e.g. other NGOs, Chamber of Commerce) to seek out projects and collaboration opportunities for the chamber
- Oversee the Ten Outstanding Young Persons and Investing in Young person programmes for JCI Southampton
- Lead in the promotion of the JCI UK Active Citizen Experience (ACE) initiative, logging and recognising voluntary hours undertaken by members within and external to JCI
- Led in the organisation of Pound a Day and Reduce Single-Use campaigns
- Liaise with the JCI UK Board Directors on community-focused projects

Skills you will develop:

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

Training Director

Your main role is to organise a programme of training events and projects, to deliver learning and development opportunities for our existing as well as prospective members.

Key aspects of the role:

- Identify key training needs and themes for JCI Southampton 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 training
- Conduct external research to identify best practices for running training programmes
- Promote the JCI UK Academies (Marketing, Public Speaking, Training and LEAP)
- Liaise with the JCI UK Board Directors on personal development focused projects

Skills you will develop:

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

Marketing & Events Director

You'll be responsible for the marketing of the chamber, oversee the development of a marketing and PR strategy and the provision of marketing materials and merchandise.

Key aspects of the role:

- Create and implement a communications and marketing strategy which raises the profile of the chamber.
- Take the lead on organising and promoting social events for members (i.e. booking the venue, promoting the event to members, etc.)
- Produce engaging content (social media/blog posts, videos, etc.) for the chamber's marketing activities
- Put together the chamber's monthly newsletters
- Research and look for PR opportunities for JCI Southampton to enhance the visibility and reputation of the chamber
- Liaise with the JCI UK Board Directors on community-focused projects

Skills you will develop:

- Event planning and management
- Networking and relationship management
- Marketing and PR
- Project management
- Communication and public speaking
- Content production
- Social media management

Membership & Growth Director

You'll be responsible for developing and delivering our strategy for membership growth and engagement, and helping to manage our database of members. You'll also be leading in the

development of external relationships with strategic partners, to support growth and engagement.

Key aspects of the role:

- Develop a membership growth and retention strategy and plan of action for the chamber
- Assist in the development of a 3 year Strategic Plan for the chamber
- Coordinate the membership process – recruitment, onboarding, engagement, satisfaction, retention, and leaving
- Maintain the membership database to track member activity
- Proactively seek out potential new partners/external relationships for the chamber to align with our long-term goals and projects

Skills you will develop:

- Networking and relationship management
- Project management
- Sales
- Communication and public speaking

Project Manager

Lead a specific project across: business, training, social, community, and international.

Examples of project / programme management activities:

- **International Project Manager** - help in organising international activities for the year, inc. promoting international conferences.
- **Social Media Manager** - manage the JCI Southampton social media channels
- **'Reduce Single-Use Week' Project Manager** - help in organising our 'Reduce Single-Use Week' project
- **Southampton/Solent Sustainability Awards Project Manager** - Develop the award and co-ordinate scoring local businesses
- **Ten Outstanding Young Persons (TOYP) Project Manager** - help in running a TOYP campaign locally
- **“Bring Your Own” Project Manager (BYOPM)** - got a project or activity ideas that you'd like to help manage?

Skills you will develop:

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