

## Deputy President

**\*Deadline for nominations 28th November**

JCI Manchester is a personal development membership organisation. It is important that the board of directors meet the needs and requirements of our members and community, through training, charity, social and health and wellbeing events. It is important that the board of directors meet the needs and requirements of our members and community.

All JCI Manchester board directors are responsible for the running of the local organisation, helping other directors with their duties and creating and sharing ideas for events and activities the organisation can deliver.

Deputy President is a key role for a JCI organisation as it is a three-year commitment: serving as Deputy President in 2022, President in 2023 and Immediate Past President in 2024.

As Deputy President it is your opportunity to learn and prepare for your year by shadowing and assisting the President.

As well as the above the Deputy President role involves;

- Liaising and supporting the JCI Manchester Board of Directors
- Shadowing and working with the President to ensure the local organisation is achieving its goals
- Representing the local organisation at National and International events
- Recruiting a local board of directors for the following year
- Producing a plan of action and budget for the following year

Key skills that the Deputy President requires:

- Strategic planning
- Public Speaking
- Organisation
- Motivating and inspiring others
- Mentoring

If you are interested in standing please send a completed Intention to Stand Template for 2022 roles to the 2020 JCI Manchester President Hannah Matthewman and Deputy President Philip Carvill at [jcimanchester@gmail.com](mailto:jcimanchester@gmail.com) before the deadline of 8pm on 28th November 2021.

Please note, if more than one person stands for a particular role, we will let you know in case you wish to prepare an election campaign.

## Social Director

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As well as the above the Social Director role involves;

- Identify and organise social events that benefit our members and community
- Create partnerships with local venues and businesses
- Assist with sponsorship packages for events

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## Marketing & PR Director

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As a local organisation JCI Manchester has a lot of amazing events and great things to be talking about and sharing. The Marketing and PR Director is all about showcasing everything we have to offer as a JCI organisation.

As well as the above the Marketing & PR Director role involves;

- Oversee and formulate a marketing strategy
- Managing the social media channels for the organisation. Including Twitter, LinkedIn, Facebook and Instagram
- Creating and sending monthly/regular digital newsletters
- Promotion of JCI Manchester events, including listing events on Eventbrite
- Build a database of press contacts and create press releases for key news
- Present an end of year report, feedback on the success of activities

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## Web Director

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The Web Director will work closely with the Marketing & PR Director in order to showcase everything we have to offer as a JCI organisation online.

As well as the above the Web Director role involves;

- Working with the Marketing & PR Director on overseeing and implementing a marketing strategy
- Maintaining and updating the website content
- Creating, uploading and sharing regular content on the JCI Manchester website
- Helping to list events on Eventbrite and linking the events to our website and Facebook page

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## Membership Director

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As well as the above the Membership Director role involves;

- Identifying needs of our members and sharing this information with the rest of the board
- Welcoming and communicating with new members
- Organise and maintain corporate membership partnerships

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## Training & Development Director

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All JCI Manchester board directors are responsible for the running of the local organisation, helping other directors with their duties and creating and sharing ideas for events and activities the organisation can deliver.

As well as the above the Training & Development Director role involves;

- Identify key training needs of our members
- Present new ways of delivering training and development opportunities
- Source and organise guest speakers for training and development events
- Liaise with the JCI UK National Training Team

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## General Director

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As well as the above the General Director role involves;

- Attending monthly board meetings to discuss and arrange plans for the organisation
- Represent the organisation at JCI events and in the wider community
- Help source and organise guest speakers, venues and sponsors for events
- Showcase JCI Manchester and engage with the organisation and activities on social media

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