JOB TITLE: NATIONAL COUNCILLOR

JOB SUMMARY
The key link between the National Council and the Clubs and vice versa. You are the conduit to share information and the feelings of all members of Clubs within your Region with the National Council and similarly keep the membership within your Region abreast of the initiatives happening at National level.
RESPONSIBLE TO
Immediate Past President
DIRECT REPORTS
RESPONSIBILITIES AND DUTIES

- Provide a supportive culture to the Clubs, including the organisation of ‘Cluster events’ (two per year minimum) within your Region
- Liaise regularly with your clubs/members encouraging feedback of issues raised at Club and Regional level.
- Work closely between the Round Table Family at region and support proactively at Club level
- Encourage the formation of local committees within each Region to assist you as Councillor in your activities
- Consider manpower planning for future regional assistants and future replacement
- Promote 41 Club activities nationally, regionally and at club level
- Promote the Round Table Family and actively encourage membership of each club
- Ensure that your Clubs’ CAS records are kept up to date
- Attend four National Council meetings per year & submit a written report on your activities to the National Secretary
- Promote the purposes and objects of the Association
- Visit Clubs, engaging with them and supporting them as required, especially at special events like club charters
- Actively encourage Community Service
- Contribute to the National Newsletters and Magazines with articles from Clubs within your Region, including future events
- Maintain the regional directory which is to be reviewed annually

PERSON SPECIFICATION
Skills and Knowledge

Essential

- A dedicated member of 41 Club who is willing to put the long-term health of the association ahead of his personal views.
- Be an effective communicator with the clubs and members within your region
- A natural leader who enjoys working to promote the Association locally and regionally
- The social skills to adapt to a variety of situations
- Able to work well with others to debate and make key decisions
- Good communication and presentation and using different platforms available.
- Excellent interpersonal and communication skills and ability to build rapport and credibility with a wide range of stakeholders.
- Ability to listen
- Ability to inspire and motivate people

41 Club is a Company limited by guarantee. Two National Councillors will be elected annually as a Company Director. As such the post holder will be required to meet the requirements placed on Company Director's as defined in the accompanying job description entitled "Main Board Director".

Key Activities

- As a member of the National Council implement decisions made by the Council/Members and carry out the business of the Association