JOB TITLE: NATIONAL VICE PRESIDENT

JOB SUMMARY

As well as preparing for the personal challenges of being 41 Club President, the President Elect plays a key role in forward planning and often takes on some significant projects during his year. The role is an aspirational one, representing how normal guys can have national and international influence to make positive changes to 41 Club and the RoundTable Family.

RESPONSIBLE TO

National Council
National President

DIRECT REPORTS

Forward Planning Committee

RESPONSIBILITIES AND DUTIES

- In the absence of the National President chair the Board of Directors, Management Board and National Council ensuring its effectiveness and adherence to the Objects of the Association.
- In conjunction with the National President work with both Boards and National Council to create a vision for the Association.
- To lead the Association on Forward Planning involving Strategy and Action Plan
- To represent 41 Club at the 4 Clubs Meeting with the rest of the Round Table Family
- To work with others on the National Board and National Council to propose changes to improve the organisation
- To support fellow board members in other specific projects that are outside this remit
- To maintain a high profile by representing the Association and presenting and speaking on its behalf (in line with agreed strategic direction and collective membership views).
- Participate in and attend all National Council & Board Meetings providing a written report to the National Secretary of activities prior to each meeting
- Be an ex-officio member of all Committees of the National Council

41 Club is a Company limited by guarantee. The President is designated as a Company Director, and Chair of the Board of Directors and Management Board. As such the President will be required to meet the requirements placed on Company Director's as defined in the accompanying job description entitled "Main Board Director".

PERSON SPECIFICATION

Skills and Knowledge

Essential

- Excellent interpersonal and communication skills, and ability to build rapport and credibility with a wide range of stakeholders.
- Ability to think creatively
- Ability to take personal responsibility and have the confidence to make difficult or potentially unpopular decisions.
- Ability to exercise judgement around sensitive issues.
- Strategic thinking and planning skills.
- Strong leadership and decision-making abilities.
- Ability to listen
- Ability to chair meetings
- Ability to inspire and motivate people.

Desirable

- Confident in liaising with members from all over the world
- Good communication skills using different platforms available.

Key Activities

- As a member of the Management Board implement decisions made by Board Members and carry out the business of the Association.
- Forward planning for the future of the Association.