



### Purpose

As the ASE's goodwill ambassador to build a friendly and productive relationship between the ASE and the assigned country so that both understand what is happening in the other's organisation/country and that the ASE's purposes are achieved.

### Summary of Role

To develop 2 way communication between the ASE and the assigned country's Senators - ideally via the National Senate President and board or contact point but failing that direct with Senators so that

- The Senators understand what the ASE can do for them
- The ASE understands the challenges facing the assigned Senate organisation and gives support if appropriate
- The ASE understands any concerns the assigned country has about the ASE or areas the ASE could impact
- Best practice is shared throughout Europe
- If there is no national Senate organisation that the individual Senators know what support is available from the ASE to establish one.

### Key Duties & Responsibilities

- On appointment complete, with the assigned country, a Chargés d'Affaires' Report (see template) and update before each ASE board meeting and when a new Senate President/Chairman/contact takes office in the country
- Agree with the assigned country how you can best support them
- Attend Senate events & functions in your assigned country (at least one)
- Encourage the national Senate leaders & prospects to attend the Presidents' Summits & Forums
- Contribute to social media activities and the European Senate magazine (ESM)
- Make new Senators feel part of the ASE family and ensure they receive their complimentary copy of the ESM
- Ensure Senate events are listed as soon as possible in the ESM events list & ASE web site
- Identify Best Practice that could be shared with other countries
- Share Best Practice from other countries that could be beneficial to the assigned country
- Ensure Senators are aware of ASE projects & initiatives and are encouraged to contribute to them where appropriate
- Make sure Senators are aware of the ESM and how to subscribe
- Ensure the assigned country is aware of the ESM Group Digital subscription
- The Chargés d'Affaires' role and approach will change depending on which development category & JCI Status the assigned country falls into (see report template)
- Regularly update the contact list of 'Orphan Senators' if your assigned country has 25 or fewer Senators
- Identify Senators interested in Europe and encourage them to get involved in the ASE's work.

#### ASE Purpose:-

- To promote friendship amongst JCI Senators
- To maintain and encourage the formation of contacts among them
- To help create national groups of JCI Senators
- Whenever possible to assist organisers of multinational JCI conferences in arranging special programmes for JCI Senators
- To provide support to LOM and NOM members of JCI whenever it is sought
- To encourage greater participation of members in the activities of the Association