



Purpose

To lead the organisation and to facilitate the board to develop and implement strategy while ensuring continuity for the Senate in Europe.

As chairperson of the board to lead the ASE's development of objectives and ensure effective management so that the ASE's purposes are achieved.

Summary of Role

To develop a team that has the appropriate mix of experience, personal attributes and communication skills to effectively communicate about the ASE and further the ASE's purpose and objectives throughout Europe while fostering the exchange of ideas between Senators and Senate organisations throughout Europe

- Represent the ASE at JCI Conferences & Congresses, National Senate events, the Joint Senate Boards meetings and other appropriate meetings
- Ensure the board meetings and the ASE programme are appropriately planned and managed
- Chair the AGM and Board Meetings and facilitate Presidents' Forums
- Develop strategy, plans and a programme for the year that will deliver added value to, and support for, the members and JCI in Europe
- Recruit a core team and allocate roles and responsibilities within that team so that the ASE's objectives and targets can be achieved
- Ensure the organisation complies with the constitution and legal requirements
- Plan and manage the AGM and handover Lunch with support of Secretary, Deputy & GLC.

Duties & Responsibilities

- Work with the Secretary to the Joint Senate Boards to ensure its activities add value for Senators and its meetings are productive.
- Develop effective & productive relationships with "sister" Senate Associations
- Build an effective and productive relationship with JCI and the World Senate Chairman with the support of the appropriate Board members
- With the support of the Deputy ensure there is a unified Corporate Image that portrays the ASE in the desired manner to all of its target audience
- Support individual Board members as appropriate when they need or request support and in particular support the Deputy as necessary
- Produce regular messages/articles for digital communications, the website and the European Senate Magazine (ESM) and ad hoc messages for events and conferences as needed
- Develop draft budget with Treasurer for agreement with the Board
- Ensure the ASE finances are sound and well managed
- Produce reports for ASE Board meetings
- Produce annual reports for the AGM and the Joint Boards meeting at World Congress
- Organise an ASE Spring Meeting in April for all Senators
- When practical give ASE Pin and small gifts to key people you meet
- Foster a welcoming and inclusive culture within the Senate in Europe
- Attend a variety of Senate events & functions within Europe
- Contribute to social media activities and the ESM
- Encourage the national Senate leaders and prospects to attend the Presidents' Forums
- Identify Best Practice that could be shared with other countries and share it with countries that could benefit from it
- Make sure Senators are aware of the ESM and how to subscribe
- 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