

Purpose

As a member of the board to contribute to the ASE's development of objectives & effective management and in particular to co-ordinate and lead the SenateLink team so that the ASE's purposes are achieved.

Project Manager - SenateLink

Summary of Role

To develop a SenateLink 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

- Develop and implement SenateLink a member support tool to facilitate the matching of needs & desires with expertise so that individual Senators connect or link together and add value for each other
- Promote use of SenateLink
- Support the networking of Senators throughout Europe and potentially worldwide
- Co-ordinate with other board members to ensure compatibility and that there is no duplication of effort
- Identify future path for SenateLink dependent on levels of take-up by the membership.

Duties & Responsibilities

- Ensure that SenateLink is easy to use, meets the members' needs, is up to date and is one of the preferred ASE services for Senators in Europe
- Define and publish a clear and concise description of what SenateLink offers to Senators
- Define and publish 'Customer Service' levels
- Ensure SenateLink is GDPR compliant with the advice of the GLC
- Identify potential risks and liabilities for the ASE and take action to mitigate them with the advice of the GLC
- Clearly define boundaries of what SenateLink offers Senators
- Define where SenateLink co-operates with Senate'preneurs which is the ASE's business focussed support tool.
- Where appropriate conduct surveys to identify satisfaction with SenateLink and its potential future direction.
- Make sure the SenateLink team is aware of other ASE projects & initiatives
- Attend and contribute to ASE Board meetings
- Produce reports for ASE Board meetings
- As a Member of the Board
 - 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 European Senate magazine (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

Version 1.0 Association of Senators in Europe

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