



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

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 Administration team so that the ASE's purposes are achieved.

Summary of Role

To develop an Administration 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

- Ensure appropriate records and archives of the organisation are kept in a secure but accessible manner
- Provide Administrative support to the President and the ASE Board
- Ensure that an up-to-date Membership Register is kept in a GDPR compliant manner
- Take meeting minutes and issue minutes in a timely manner
- Plan & publicise ASE Board and ASE General Meetings with the support of the President, Deputy & GLC.

Duties & Responsibilities

- Plan, organise and document ASE Board Meetings, General Meetings and other meetings requested by the President as per the Meeting Management Guidelines
- Ensure, with the support of the GLC, that the ASE complies with GDPR legislation and regulations
- Maintain an ASE Team contacts list and an International Contacts list. Share it with team members and others that the President and/or ASE Board specify
- Maintain a summary of planned and actual ASE team member attendance at events and visits to countries and highlight potential under representation of the Board
- Ensure notices for ASE General Meetings and all the appropriate papers & reports are published on the website, sent to individual members and national organisations - all in accordance with the ASE constitution, ASE guidelines and best practice
- Ensure the ASE Board nominations process is carried out in line with the constitution and best practice
- Compile and submit change of ASE Board to Strasbourg authorities within 21 days of the AGM. Submit other required paperwork in a timely manner.
- Ensure that the ASE submits an annual report that complies with JCI requirements to JCI prior to World Congress (see Policy Manuel <https://jvc.jci.cc/web/#/library>)
- Make sure the Administration team is aware of other ASE projects & initiatives
- Attend and contribute to ASE Board meetings
- Produce reports for ASE Board meetings
- Act as Ambassador to several countries
- 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.