



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

Summary of Role

To develop a Finance 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

- Produce a budget for the year with the President and get it approved by the Board
- Monitor all expenditure and financial activities of the ASE and ensure value for money is obtained
- Manage the finances, bank account and signatories
- Advise the President, Deputy President, Board and sub teams on financial matters.

Duties & Responsibilities

- Co-ordinate and lead specific initiatives agreed with the President
- With the Country Support Ambassador monitor Senate numbers by country
- Collect subscriptions and voluntary contributions from National Senate Organisations
- Regularly review the subscription model to ensure it is appropriate for the organisation's needs
- When appropriate co-ordinate and lead activities to identify and secure financial and non financial sponsorship
- Pay invoices as per the budget or authorised by the board or agreed by the President within their authority
- With the JCI Support Ambassador identify ways to apply some of the ASE funds to support the growth and development of JCI in Europe while also creating an appropriate profile for the ASE
- Ensure the ASE funds are used in ways that benefit the Senators in Europe or the development of JCI in Europe
- When appropriate identify ways to 'share' ASE non financial resources (e.g. software, licences, discounts etc.) with National Senate Organisations
- *Support the management of the Bumble Bee Club finances within the ASE bank account on their behalf **needs approved by the board before we do it***
- Make sure the Finance team is aware of other ASE projects & initiatives
- Attend and contribute to ASE Board meetings
- Produce reports for ASE Board meetings and the AGM
- 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.