



Role: Board Director – Communications, JCI Aberdeen

Closing Date: 1 November 2020

About the opportunity:

[JCI Aberdeen](#), as part of the global JCI network, provides development opportunities that empower young people to create positive change.

As a members' organisation, we are run by members, for members. Throughout 2020, JCI held strong. We tore up the rule book, demonstrated our resilience and did everything differently. JCI Aberdeen is looking to sustain this momentum and requires 2021 board members to support our continued development.

This position is for one year, commencing 1st January 2021, with opportunities to progress into other JCI roles thereafter. Prospective applicants are nominated during the JCI Aberdeen Annual General Meeting and once elected, will commence in their positions on 1st January 2021.

Main Responsibilities of the Communications Director:

Responsible for internal & external communications

- Internally:
 - Responsible for distributing agendas and papers ahead of JCI Aberdeen board meetings.
 - Responsible for giving notice of and taking minutes at JCI Aberdeen board meetings and for distributing the minutes and relevant actions to the JCI Aberdeen board in a timely manner
 - Responsible for preparing any to-do lists or action trackers as required by the JCI Aberdeen board, assigning tasks and ensuring deadlines are met
- Externally:
 - Manage JCI Aberdeen's social media presence, including advertising events, managing campaigns and responding to messages received through these channels (Facebook, LinkedIn, Eventbrite, Instagram, etc.)
 - Lead on content creation for social media channels and the JCI Scotland website
 - Lead on a project to improve recognition of JCI Aberdeen's brand in the local area

In addition to the above duties, each board member should use any specific skills, knowledge or experience they have to help the board reach any decisions. This may involve leading discussions, focusing on key issues, conducting research, and providing advice and guidance on new initiatives. Each board member must attend all monthly JCI Aberdeen board meetings (or have delegated their vote via proxy to another board member). They must attend the Annual General Meeting, where possible, and regularly attend JCI Aberdeen events throughout the year.



Providing development opportunities is at the heart of all JCI Aberdeen activities and we therefore welcome applications from individuals who are interested in the role but are also looking to develop relevant skills.

Person Specification

- Dedicated and forward-thinking
- Willingness to act as an ambassador for JCI Aberdeen
- Willingness to fulfil the duties and standards of conduct required of a board member
- Understand and believe in the JCI mission and in our collective ability to create positive change
- Open minded
- Takes responsibility and is action-oriented
- Respectful
- Good communication skills and at working in a team environment

Becoming a JCI Aberdeen Member

All JCI Aberdeen roles are voluntary, however some expenses will be reimbursed at the discretion of the JCI Aberdeen Board. In order to commence in the role, the successful applicant must be (become) a member of JCI Aberdeen.

Suggested time commitment: Equal to 1 day per month

Location: flexible, although must be within vicinity of Aberdeen

Please contact President@jciscotland.org.uk if you have any questions about the role or would like to discuss your suitability. Application shall be through a Note of Intent, which must be emailed to President@jciscotland.org.uk by 1st November 2020.

You can find out more about JCI Aberdeen and JCI Scotland via our [website](#), where you can also find links to our social media channels. We would love to connect with you!