



**Role:** Board Director – Treasurer, 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 1<sup>st</sup> 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 1<sup>st</sup> January 2021.

**Main Responsibilities of the Treasurer:**

- Responsible for the management of all JCI Aberdeen accounts, ensuring they are kept up to date
- Responsible for submitting invoices for membership dues and for processing any expense claims
- Responsible for preparing the annual accounts for the AGM and for liaising with the nominated accountant to ensure the annual accounts are filed in a timely manner
- Responsible for advising the JCI Aberdeen President of the accounts and financial position as required
- Responsible for seeking out and/or supporting JCI Aberdeen funding applications

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](mailto: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](mailto:President@jciscotland.org.uk) by 1<sup>st</sup> 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!