



41 Club
CONTINUED FRIENDSHIP

JOB PROFILE

JOB ROLE:	Fellowship Officer
MEMBER OF:	National Board

Overall Purpose:

To promote the Association by helping to provide a range of merchandise that enhances the brand. To co-ordinate all events that help to enhance fellowship amongst the Membership including the National Conference, National Council Weekends, National Sports & Social Weekend as well as other social and sporting activities.

Responsibilities:

1. Manage the implementation of the Fellowship Objectives of the Association.
2. Manage the Associations regalia ensuring that the Associations Regalia Guidelines are followed and updated as appropriate. Liaise with supplier.
3. Encourage close liaison between the Round Table Family at Club and Regional level.
4. Chairman of the Fellowship Committee. Develop a committee structure to manage workload.
5. On behalf of the National Council, co-ordinate the organisation of the Association's annual National Conference.
6. Work closely with local organising committees ensuring a consistent and coordinated approach across each Conference. Motivate and develop those Committees to ensure enthusiasm and commitment to arrive at a professional and entertaining Conference.
7. Maintain an Operating Manual detailing basic requirements for Conference that can be used for local planning and as a template for new applications.
8. Investigate improvements and enhancements to Conference to ensure the package offered to delegates constantly represents good value for money and excellent entertainment value. Make recommendations to the National Council for changes of format.
9. Ensure Conferences are financially sound working closely with the National Treasurer.
10. Work closely with the National Secretary ensuring all legal requirements are adhered to for each National Conference.
11. Work closely with the National Secretary and local committees in ensuring a professional and properly organised Annual General Meeting.
12. Ensure local Conference Committees are able to work closely with all areas of the Association e.g. Sales & Marketing, Communications, Membership, International and other members of the Round Table Family.
13. Work closely with local Conference Committees ensuring the needs of Tangent are met for their AGM.
14. Process and vet applications from locations for future Conferences making recommendations to the National Council, working three years ahead.

15. Plan and co-ordinate through National Councillors the programme of National Council Meetings working at least four meetings in advance, spreading the venues equally around the UK.
16. Participate in, and attend all National Council & Board Meetings providing a written report to the National Secretary of activities prior to each meeting
17. Investigate and co-ordinate any other opportunities for fellowship activities both at National and Regional level.
18. Participate in, and attend all National Council & Board Meetings providing a written report to the National Secretary of activities prior to each meeting.
19. Provide regular articles and notices for the National Communications Officer for inclusion in the Association Website, Newsletter and Magazine.
20. Carry out all reasonable requests as determined by the National Board

Qualifications for Office:

Enthusiastic, have a sense of duty, carry out the role with pride, have a strong desire to ensure a successful future of the Association, and above all to carry out the role with responsibility, dedication, acceptable humour and respect for his fellow Officers.

The Fellowship Officer must also be:

1. Be a fully paid up member of a constituted club.
2. Have adequate time to carry out the role
3. Be prepared to carry out the role for a period of a minimum of three years.
4. Be PC literate and have regular internet access
5. Be able to travel to National/Regional events.
6. Have relevant experience within Table or 41 Club i.e. held an Office at Club, Area or National level.
7. Have an interest or experience in fellowship activities.

Sean McCormick
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