



**41 Club**  
CONTINUED FRIENDSHIP

## JOB PROFILE

<b>JOB ROLE:</b>	National Councillor's Liaison Officer
<b>MEMBER OF:</b>	National Board

### Overall Purpose:

To lead and represent the National Councillors in the day to day operations of the Association at Regional and Club level supporting the Association Objectives, and assisting in maintain good communication.

### Responsibilities:

1. Chairman of the Operations Committee.
2. Manage the implementation of the Objectives of the Association.
3. Motivate the National Councillors to provide a supportive culture to all Club and ensure the welfare of the National Councillors.
4. Represent the National Councillors on the National Board.
5. Have regular contact with your counterpart (Regional Rep Coordinator) in Round Table.
6. Provide on job training for CAS, Website and all benefits provided by the association.
7. In Cooperation with the Secretary manage the accuracy of CAS using National Councillors to ensure data is accurate for all clubs within their region.
8. Provide the 'focus' for the three months following a Council Meeting by regular contact between you and the National Councillors. encouraging feedback of issues raised at Club and Regional level.
9. Work closely with the Membership Officer in supporting membership initiatives in the Clubs and Regions
10. Work closely with the Hon; Secretary to Consider manpower planning for future Councillor vacancies and maintain all regions have a National representative via local elections.
11. Encourage close liaison between the Round Table Family at Club and Regional level.
12. Provide regular articles and notices for the National Communications Officer for inclusion in the Association Website, Newsletter and Magazine, also encourage the Councillors to provide articles for the Magazine and Newsletter.
13. Work through the Councillors to ensure prompt payment of Capitation.
14. Ensure that all National Councillors Reports for each National Council Meeting are completed and in on time.
15. Ensure that all contact details of National Councillors on printed or electronic media is accurate and up to date.
16. Encourage the formation of local committees within each Region to assist the Councillors in their activities.

17. Carry out regular meetings with the National Councillors ensuring good communications within Clubs. Promote a pro-active approach to Regional activities.
18. Attend Regional Forums to encourage good communication between National level and Club level
19. Participate in and attend all National Council & Board Meetings providing a written report to the National Secretary of activities prior to each meeting.
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 National Councillors Liaison 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. Been a member of the National Council for at least 2 years.
5. Be PC literate and have regular internet access
6. Be able to travel to National/Regional events.
7. Have relevant experience within Table or 41 Club i.e. held an Office at Club, Area or National level.
8. Have an interest or experience in club activities.

**Phillip Ellis & Andrew Mackereth**  
**President & Vice President**  
May 2018