

# CALL FOR 2008 PROGRAM CHAIRS, RELATIONSHIP DIRECTORS, & COMMITTEE MEMBERS

**THIS IS AN OUTSTANDING OPPORTUNITY TO GET INVOLVED**

## JCI CANADA NEEDS

### Program Chairs for:

- Awards
- Training
- Effective Speaking
- Online Networking
- Delegation Coordinator
- National Convention

### National Program Chair for:

- The Outstanding Young Person (TOYP)

### Other Chair Positions for:

- Fund Development
- Official Languages

### National Relationship Directors for:

- Canadian Chamber of Commerce
- AIESEC

### Committee Members for:

- Media/marketing/branding
- Public Affairs
- Official Languages
- The Outstanding Young Person Award

**JCI Canada** runs a number of programs for members as well as its national flagship program – The Outstanding Young Person (TOYP).

JCI Canada also has outside relationships with other not-for-profit organizations.

We are currently looking for members to take on the responsibility of program chairs and relationship directors and committee members for 2008.

### Are you up for a challenge?

Are you looking for some JCI experience outside of your local chapter? If you are, please review the descriptions of the various positions available.

Programs and outside relationships bring real value to the chapter and the national organization by providing new and exciting opportunities for members as well as increasing the profile of the chapter and the national organization.

### Who can be a Program Chair or Relationship Director?

- Any member in good standing;
- Ideally will have served in a similar capacity at the LOM or regional level;
- Should not be an elected member of the national board;
- Preferably not a current chapter president;

### How do I Apply?

- Call the national office at 1.800.265.0484 to find out who previously held the position and call them to get a first hand account of all that is involved;
- Develop a preliminary plan of action on how you will inform the membership about this portfolio and include your timelines;
- If you are interested in one of the relationships, research that organization on the web to get a better understanding of it;
- Send your plan of action electronically along with a covering letter outlining why you would like this position and what skills or expertise you bring to this portfolio.

Submissions will be directed to the national board member in charge of this portfolio who will make his/her recommendations to the national board for the consideration of the National President. If the recommendation is accepted by the National President, the appointment will be ratified at the next national board meeting.

### Program Chair Positions:

Program chairs are the liaison between the national board and the membership. It is the program chair's responsibility to provide ongoing information to the membership on the values, benefits and purposes of the program and coordinate the efforts of the local, regional and national levels of JCI Canada. The term runs for 1 year running concurrently with the year of the national board – January to December. All program chairs must have access to email and are required to file monthly reports for the review of the national board. In addition, program chairs are required to submit a report for the review of General Assembly and a year end wrap-up report. A schedule of reporting deadlines will be provided. Program chairs are encouraged to submit articles for the newsletter on an ongoing basis.

### Awards:

Coordination of the national awards program includes ongoing promotion of the program, deadline reminders, receiving the award submissions, coordination of judging of the awards and presentation event at national convention; any revisions that may be required to the awards manual.

All program chairs and relationship directors will be required to sign a Memorandum of Understanding which will outline the responsibilities and expectations connected with your portfolio.

**Training:**

The JCI Canada Training Institute Chair is responsible for working with the national convention program chair and conference organizing committee to coordinate the training sessions at national convention. The Training Institute Chair is also responsible for coordinating any other national training programs such as the Local Officer Training Seminar (ACHIEVE/LOTS) and JCI Designer and JCI Trainer.

**Effective Speaking:**

The program chair looks after the promotion of the program, submission of regional representatives and the national competition held at national convention. In addition, in 2008, the chair will assist with the continued presentation of the new National Effective Speaking Training Program sponsored by the Canada Jaycee Foundation and launched in 2006.

**Online Networking Program:**

This service will enable members of JCI Canada from coast to coast to network for business and/or personal reasons. Each member will set up a profile and then they can search for people and opportunities to help them and their businesses grow.

JCI Canada will have the opportunity to utilize webconferencing to provide information to our members. The online program will also be connected to the JCI program kit for the Business Networking Event or BNE which is available to all chapters. The program chair would look after the communication of this opportunity, renewal of the database and promotion of the BNE program.

**Delegation Coordinator:**

The Coordinator will arrange all details for the Canadian delegation attending the 2008 Area C Conference and 2008 World Congress including the ordering of Canadian goods and organizing the JCI Canada booth for Nations Night.

**National Convention:** The chair acts as liaison between the national convention host chapter's committee and the national board to ensure a successful national convention. This includes ensuring that all the necessary activities, facilities, etc. are arranged.

**National Program Chair Position:**

**The Outstanding Young Persons Program (TOYP):**

The chair is responsible for assisting chapters choosing to run the TOYP program locally, as well as overseeing the national program held at national convention. The

chair is also responsible for assembling judges and preparing for the national presentation. Fundraising for this program is a responsibility of the Fund Development Committee. However, the program chair is encouraged to put forward suggestions and to work with the Fund Development Committee. Some general updating of the project in a box will be required to ensure the project in a box is kept current.

**Other Chair Positions Available**

**Fund Development:**

This is another on-going area for development and a program chair and committee members are required to assist in securing the partnerships necessary to advance our organization further. This committee will implement the strategies identified in the 2008 business plan to develop a stable funding base for JCI Canada through corporate, government and major gift initiatives. The development of fundraising tools for chapters is also part of this committee's mandate.

**Official Languages:**

The role of the committee will be to oversee the translation of all JCI Canada publications and services, as well as assist the host chapter for national convention in determining translation needs.

**National Relationship Director Positions Available**

Canadian Chamber of Commerce | AIESEC

JCI Canada encourages partnerships with other like-minded groups as many of the organizations that we partner with are places to find excited and talented new members. In addition, partnerships increase the profile and name recognition of the local chapter and the national organization. They provide the potential for large-scale joint projects and the sharing of resources.

The national board hopes that the relationship directors will enter into a close working relationship with these organizations and develop and implement a Memorandum of Understanding of how our two organizations can work together for mutual benefit. Members who have been involved at the local level for a few years would find the program chair and relationship director positions interesting and challenging. It will provide you with the opportunity to gain some valuable experience. The national board member responsible for your portfolio will work closely with you. It also gives you the opportunity to work and liaise with chapter presidents all across Canada.

Send your submissions no later than **January 14, 2008** to [administrator@jcicanada.com](mailto:administrator@jcicanada.com)

Questions??? Call 1.800.265.0484