



NATIONAL ORGANIZATION *ROLE DESCRIPTIONS*

Appointment Roles

JCI USA's appointed roles are strategically aligned to support our mission of empowering young people to create positive change. These roles including program managers, committee members and executive committee members focus on providing value added experiences that focus on developing leadership competencies such as leadership development, community impact and international collaboration. Each appointee plays a critical role in advance JCI USA, by promoting their program or partnership, driving initiatives that promote growth, engagement and successful implementation and creating value added opportunities for JCI USA members through their roles.

 ***Chaplain: 2 hours per week***
Non- voting member who serves as a source of encouragement and motivation for members of JCI USA and other duties as assigned by the National President

 ***Program Managers: 5 hours per week***
Program Managers serve as the dedicated point person for the programs offered by JCI USA. These individuals will report to a National Vice President and work in tandem with Them to implement the program in alignment with the plan of action.

Traditional Roles: United to Beat Malaria, Civic Leadership Certification (CLC), Passport to Civic Leadership, Ten Outstanding Young Americans, Awards, OnTo, Twinning, Skills Development, Ambassadors, Institutional Chapters, JCI USA TV, Creative Young Entrepreneur, JCI USA Alumni Program Liaison

 ***Technology Advisory Group: 1 hour per week***
Serve as a committee member with a group of individuals who have been tasked with Identifying JCI USA technology needs and allow us to extend the mission through Technological needs by developing a platform for support, capturing impact and success and empower members to get the most from their JCI experience.

 ***Strategic Planning Committee: 1 hour per week***
Serve with a group of individuals who are tasked with preparing the next JCI USA Strategic Plan to provide long-term stability, continuity and direction for the organization.

 ***Training Task Force: 1 hour per week***
Serve as a committee member with a group of individuals charged with developing and implementing the training programs for JCI USA under the direction of the President and Executive Director.

 ***Mental Health Committee: 1 hour per week***
Serving on the JCI USA Mental Health Committee involves collaborating with fellow members to promote mental health awareness and support initiatives aligned with the mission of JCI. Committee members actively contribute to creating, implementing and enhancing mental health resources, fostering a culture of mental wellness.



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Appointment Roles



Diversity, Equity, Inclusion and Belonging Committee: 1 hour per week

The Diversity, Equity, Inclusion and Belonging (DEIB) Committee works to foster a welcoming and equitable environment within JCI USA by helping to develop strategies that promote Diversity, and remove barriers to inclusion. The committee collaborates with leadership to integrate DEIB initiatives into the organization's culture and strategic goals, ensure all young people feel valued and represented.



Communications Committee: 1 hour per week

The Communications Committee is responsible for implementing and executing strategies to enhance JCI USA's internal and external communications, ensuring a clear and consistent brand awareness and visibility across all platforms. The committee helps to provide direction on content creation, brand management and member engagement to increase visibility.



The purpose of these role descriptions is to outline the basic overview of key responsibilities and general expectations for each appointed position within JCI USA, ensuring alignment with the mission, vision and strategic goals. Each role is designed to work as a piece of the overall organization to support the initiatives through leadership, collaboration and skill development while contributing to the overall success of members and in turn JCI. These descriptions provide general clarity on the core duties, leadership competencies developed and estimated time commitments, though additional duties may or special projects may be assigned as needed to meeting evolving organizational needs. Time commitments may vary and require flexibility depending on specific programming, events and times of the year.

Director of Finance (DOF)

The Treasurer is a voting officer of the JCI USA Executive Committee. They are appointed by the National President (subject to approval by the Executive Committee) and work with elected leadership to provide financial and budgetary guidance to driving the JCI USA mission. The responsibilities, including those outlined in the JCI USA bylaws/policies, are as follows:

Support Budgeting & Nonprofit Financial Processes

- Partner with the incoming National President to create a balanced annual budget to accomplish the goals of the organization.
- Serve as the chairperson of the Investment Committee, advising the President and Staff management position on JCI USA investment accounts.
- Guide leadership to fulfill their fiduciary duties to ensure resources allocation is used to advance the mission and stay within nonprofit parameters.

Serve as Chair of the Finance Committee

- Serve as the chairperson of the Finance Committee, who is responsible for monitoring the finances of the organization, considering proposed financial activities, and recommending proposed budgets for the organization.
- Schedule and chair meetings while working with staff to document meeting minutes and decisions of the Finance Committee.
- Work with staff to generate reports for the Finance Committee, Executive Committee, and Board of Directors. These reports include monthly financial reports and quarterly financial reports.

Enhance Organizational Capacity

- Periodically review the systems and procedures of the Corporation and submit appropriate recommendations to the President, Staff management position, Executive Committee and Board of Directors.
- Collaborate with the President and Staff management position to best allocate and invest resources into the mission of JCI USA, understanding areas like programs, revenue streams, and investments for the organization.

Role Requirements

- Be an of-age member who hasn't reached 40 on or before the commencement of their term.
- Should have a strong background in financial management, accounting, bookkeeping, nonprofit finance, or a similar area.
- Should have knowledge of nonprofit financial regulations, IRS requirements (such as filing Form 990), and best practices for nonprofit accounting and budgeting.
- Experience preparing, analyzing and presenting financial reports.

Estimated Weekly Time Commitment - 5-7 hours/week

- Leadership competencies developed include (but are not limited to): leadership, strategic thinking, financial management, problem - solving abilities, communication skills, time management, networking and relationship building.



GENERAL LEGAL COUNSEL (GLC)

The General Legal Counsel is a voting officer of the JCI USA Executive Committee. They are appointed by the National President (subject to approval by the Executive Committee) and work with elected leadership to provide financial and budgetary guidance to driving the JCI USA mission. The responsibilities, including those outlined in the JCI USA bylaws/policies, are as follows:

Legal Advisor for National Leadership

- Render general legal advice to the Corporation regarding the conduct of its affairs.
- Serve as Parliamentarian for meetings if requested by the National President.
- Collaborate with the President and Staff management position to ensure compliance with internal controls, statutory regulations, and other legal parameters.

Oversee & Optimize Bylaws & Governance

- Be knowledgeable of JCI USA Bylaws & Policies and a resource for leadership. Collaborate with the Staff management position to ensure compliance with organizational governing documents.
- Serve as the chairperson of the Bylaws Committee, who is responsible for accepting proposals for bylaw and policy changes and providing recommendations for changes that align with the organization's strategic direction and needs.

Support the JCI USA Election Process

- Collaborate with staff to update and deliver Elections information and materials, such as elections packets, annual timelines/deadlines, and any other relevant information.
- Certifying candidates through the process as outlined by JCI USA Bylaws and Policies (i.e. reviewing candidate forms, payments for candidates filing forms and fees, etc.).
- Host the Candidate Orientation and collaborate with Staff management position to host Candidate School for future candidates.

Role Requirements

- Be an of-age member who hasn't reached 40 on or before the commencement of their term.
- Be an attorney at law, licensed and admitted to the practice of law by a state of the United States and/or the District of Columbia.

Estimated Weekly Time Commitment - 5-7 hours/week

- Leadership Competencies developed include (but are not limited to): legal governance expertise, leadership skills, strategic thinking, communication skills, teamwork and collaboration, problem - solving, time management, ethical and responsible leadership.



CHIEF OF STAFF (COS)

The Chief of Staff (COS) is a non-voting member of the JCI USA Executive Committee. They are appointed by the National President (subject to approval by the Board of Directors) and work with elected leadership and staff to help oversee the organization's operations. The responsibilities, including those outlined in the JCI USA bylaws/policies, are as follows:

Administrative & Logistical Support of Officers

- Responsible for oversight and administrative support of all officers, focusing on making time, information, and decision processes more effective.
- Collaborates with Executive Director to ensure the Executive Committee has access to the right tools and resources to fulfill their duties.
- Supports the Executive Committee in providing report templates and working with the President to ensure reporting duties are met.

Events & Travel Logistics

- Support leadership in the development and delivery of JCI USA events, including but not limited to: State Presidents Retreat, Year End Convention, Midyear Retreat, and Annual Meeting.
- Process travel logistics for the Executive Committee for JCI USA events, such as lodging, airfare .
- Process travel requests from states and other organizations for JCI USA national team members, working with the Staff management position to ensure travel stays within the budget.

Estimated Weekly Time Commitment - 7-10 hours/week

- Leadership competencies developed include (but are not limited to): leadership, communication skills, teamwork and collaboration, organizational skills, strategic thinking, problem-solving, time management, networking and relationship building, financial management, adaptability and resilience, commitment to service, ethical and responsible leadership.



LEADERSHIP DEVELOPMENT DIRECTOR (LDD)

The Leadership Development Director (LDD) is a non-voting member of the JCI USA Executive Committee. They are appointed by the National President (subject to approval by the Board of Directors) and work with elected leadership to provide development opportunities and programs. The responsibilities, including those outlined in the JCI USA bylaws/policies, are as follows:

State President Liaison

- Responsible for delivering development opportunities and programs for State Presidents.
- Collaborates with the Staff Management Position and Chief of Staff to ensure the State Presidents have access to the right tools and resources to fulfill their duties.
- Provides content and updates for regularly scheduled communications to the State Presidents through mediums like the monthly State President newsletter and calls.
- Collaborates with JCI USA leadership to provide relevant updates, reports, and information required by the Board of Directors.

Training Task Force Oversight

- Collaborate with leadership to deliver JCI USA development programs.
- Facilitate the onboarding of incoming State and Local Organization leadership through programs and development opportunities.
- Oversee the work of the Training Task Force in alignment with the JCI/JCI USA Strategic Plan and annual Plan of Action.

Estimated Weekly Time Commitment - 7 hours/week

- Leadership competencies developed include (but are not limited to): Leadership skills, strategic thinking, ethical leadership, mentorship, communication skills, collaboration skills, problem - solving abilities, networking and relationship building, time management, training and development.

MEMBERSHIP DEVELOPMENT DIRECTOR (MDD)

The Membership Development Director (MDD) is a non-voting member of the JCI USA Executive Committee. They are appointed by the National President (subject to approval by the Board of Directors) and work with elected leadership to develop programs and initiatives to grow, retain, and engage members. The responsibilities, including those outlined in the JCI USA bylaws/policies, are as follows:

Growing the Mission

- Collaborate with the President to develop a membership plan for the year that aligns with the Plan of Action and includes a forecast and set goals for membership growth and retention.
- Track progress against set goals throughout the year and provide reports to the Executive Committee and Board of Directors.
- Manage and grow the list of target markets for starting new local organizations and collaborate with National President to allocate resources to growth.
- Oversee the JCI USA Under 20 Program Manager to ensure chapter growth and success.
- Oversee the JCI USA 1st Year Experience Program with the input of a committee to ensure JCI USA retention strategy is being developed and maintained.

Chapter Support & Resources

- Collaborate with National Vice Presidents and staff to deliver chapter resources for member growth, retention, and connection to JCI USA resources and programs.
- Support chapters through resources for the JCI USA membership database.
- Collaborate with the National President to support Under 20 Chapters and approval of corrective action plans.
- Lead the Membership Team, which may be comprised of membership support positions like Under 20 Program Manager, Extension Director and 1st Year Experience Committee..

Estimated Weekly Time Commitment - 7 - 10 hours/week

- Leadership competencies developed include (but are not limited to): Leadership skills, strategic thinking, communication skills, collaboration, problem - solving, networking and relationship building, mentorship, time management, financial management.

PROGRAM MANAGER (PM)

Program Managers (PM) are non-voting members of the JCI USA National Team. They are appointed by the National President (subject to approval by the Board of Directors) and work with elected leadership to deliver the JCI USA mission through relevant and impactful programs. The responsibilities, including those outlined in the JCI USA bylaws/policies, are as follows:

Planning and Maintaining Program Impact

- Ensure program materials (guides, information, postings, etc.) are up-to-date and ready for deployment at the beginning of each administration's term.
- Collaborate with JCI USA National Team members to plan the program, including budgeting, setting participation goals, promotional plans, and tracking of progress throughout the year.
- Complete monthly reports and status updates.

Growing Program Impact

- Identify potential partnering organizations and target audiences for respective programs to grow impact and reach of the program.
- Maintain and grow participation in the program, collaborating with other JCI USA National Team Members to continuously improve offerings while building consistency with delivery.
- Maintain program transparency by reporting on progress throughout the year and working with National Vice Presidents to provide the Board of Directors with programmatic recommendations at the end of the term.

Estimated Weekly Time Commitment - 5 hours/week

- Leadership Competencies developed include (but are not limited to): leadership skills, strategic thinking, project management, communication skills, problem - solving abilities, networking and relationship building, mentorship

Twinning Program Manager

The Twinning program fosters connections between local chapters, nationally and globally, promoting cultural exchange, event collaboration and advocacy for causes. In an interconnected world, fostering international and domestic cooperation is crucial. Twinning offers a platform for young leaders to address common issues, develop skills and promote individual development. Twinning empowers emerging leaders to address contemporary challenges through development of broader networks and collaboration across borders.

JCI Area of Opportunity Alignment

- International Cooperation

Supporting the Mission

- Serves as the dedicated point person for the Twinning program.
- Works with the assigned National Vice President to develop a marketing and communications strategy to implement and update the Twinning program in alignment with the JCI mission and vision as well as the JCI USA Strategic Plan and Annual Plan of Action.
- Provides guidance and support to chapters engaging in twinning activities, promoting international collaboration and cultural exchange.
- Coordinates an annual twinning ceremony available for new twinning partnerships during JCI USA conventions.
- Submits new twinning chapters to JCI to be a part of the annual twinning ceremony during World Congress.

Estimated Weekly Time Commitment - 2 hours/ week

Leadership competencies developed include (but are not limited to): leadership, communication, networking and relationship building, cultural intelligence, strategic thinking, problem - solving



Passport to Civic Leadership Program Manager

The Passport to Civic Leadership program offers a structured path for individual development and leadership growth throughout a member's journey based on their interests. This program develops and retains members by challenging them to complete specific tasks that enhance their individual and leadership skills.

JCI Area of Opportunity Alignment

- Leadership Development
- Community Impact
- Business & Entrepreneurship
- International Cooperation

Supporting the Mission

- Works with the assigned National Vice President to develop a marketing and communications strategy to implement and update the program in alignment with the JCI mission and vision as well as the JCI USA Strategic Plan and Annual Plan of Action.
- Leverages the Passport to Civic Leadership unique programming tracks related to JCI's four areas of opportunity to develop and retain members.
- Supports JCI USA members in their personal development journey by communicating resources and opportunities available to them.

Estimated Weekly Time Commitment - 3 Hours Weekly

Leadership competencies developed include (but are not limited to): leadership, strategic thinking, mentorship, program development and delivery, time management, problem - solving abilities, adaptability and resilience.



Civic Leadership Certification (CLC) Program Manager

The Civic Leadership Certification (CLC) program is designed by JCI USA to better engage and involve chapters and states across the country in all four JCI Areas of Opportunity while also ensuring compliance. The CLC program is designed to promote and make more accessible the opportunities available to members at the different levels of the organization through taskings related to programming, partnerships and general legal compliance. CLC offers an interactive approach for State and Chapter leadership to gain knowledge and resources to help empower young people to meet the JCI mission.

JCI Area of Opportunity Alignment

- Leadership Development
- Community Impact
- Business & Entrepreneurship
- International Cooperation

Supporting the Mission

- Serves as the primary point of contact for the Civic Leadership Certification (CLC) Program.
- Works with the assigned National Vice President to develop a marketing and communications strategy to implement and update the program in alignment with the JCI mission and vision as well as the JCI USA Strategic Plan and Annual Plan of Action.
- Provides support and resources to State and Local Chapter leaders to enhance their development and compliance.
- Develops relationships with State and Local Chapter leaders to help ensure the right resources exist in the right places and that leaders know where to find the resources they need to be successful in their growth and retention strategies.

Estimated Weekly Time Commitment - 3 Hours Weekly

Leadership competencies developed include (but are not limited to): leadership, communication skills, strategic thinking, teamwork and collaboration, problem - solving abilities, mentorship.

United to Beat Malaria Program Manager

United to Beat Malaria is a global grassroots campaign that is part of the United Nations Foundation programming. This partnership brings together a diverse set of partners, influencers and supporters across the US and around the world to learn nonpartisan advocacy skills to take urgent action to end malaria. UTBM makes advocacy accessible with training and helpful tools, enabling champions to meet with members of Congress and create community impact.

Over the last 15 years, United to Beat Malaria has helped protect more than 39 million people by providing bed nets and funding for other life saving research and resources.

JCI Area of Opportunity Alignment

- Community Impact
- International Cooperation

Supporting the Mission

- Serves as the point of contact for the United to Beat Malaria program liaison and JCI USA's champions.
- Works with the assigned National Vice President to develop a marketing and communication strategy to implement and update the program in alignment with the JCI mission and vision as well as the JCI USA Strategic Plan and Annual Plan of Action.
- Provides awareness of the program and benefits to members.
- Represents JCI USA in Washington D.C. during United to Beat Malaria's annual Summit.
- Empower JCI USA members to become spokespersons for causes they are passionate about and enables them to create positive change through advocacy and community involvement.

Estimated Weekly Time Commitment - 3 Hours Weekly

Leadership competencies developed include (but are not limited to): Leadership, advocacy and public speaking, strategic thinking, networking and relationship building, problem - solving abilities.



OnTo Program Manager

The JCI USA OnTo Program offers opportunities for members to experience international collaboration and grow their leadership development by communicating JCI events such as Conference of America and World Congress. This program also helps connect members of JCI USA to JCI members around the world. The OnTo program helps JCI USA create a unified delegation at international events through shared cultural experiences. OnTo allows members to access critical information about international travel as well as spread the expenses of registration, hotel and official JCI USA merchandise out over monthly payments to make the experiences more accessible. Coordinates and promotes virtual international training and development opportunities for members. Communicates the United Nations Sustainable Development Goals and JCI initiatives such as Human Duties Day to help chapters and states understand how they are a part of all four JCI Areas of Opportunity.

JCI Area of Opportunity Alignment

- Leadership Development
- International Cooperation

Supporting the Mission

- Works with the assigned National Vice President to develop a marketing and communication strategy to implement and update the program in alignment with the JCI mission and vision as well as the JCI USA Strategic Plan and Annual Plan of Action.
- Enhances JCI USA membership experience through the facilitation of international networking connections.
- Creates International Corporation through shared cultural experiences
- Promotes the United Nations Sustainable Development Goals to help local chapters and states understand and communicate how their programs, projects and partnerships align with the mission and vision of JCI.

Estimated Weekly Time Commitment - 3 Hours Weekly

Leadership competencies developed include (but are not limited to): leadership, cultural intelligence, networking and relationship building, strategic thinking, communication skills.



JCI USA TV Program Manager

The JCI USA TV program is designed to provide a platform for members to share stories, achievements and events through video content. It serves as a media outlet to enhance visibility and engagement within the JCI USA community and beyond. JCTV is a source of communication to our internal and external audiences leveraging the stories achievement and events featured to help members share their accomplishments and to support JCI USA's mission, vision and brand awareness.

JCI Area of Opportunity Alignment

- Leadership Development
- Community Impact
- Business & Entrepreneurship
- International Cooperation

Supporting the Mission

- Works with the assigned National Vice President to develop a marketing and communication strategy to implement and update the program in alignment with the JCI mission and vision as well as the JCI USA Strategic Plan and Annual Plan of Action.
- Enhances JCI USA membership experience through the facilitation of video content spotlighting member achievements, programs, partnerships and the JCI mission to build brand awareness and visibility and ensure the mission is being achieved.
- Coordinates and creates engaging video content that spotlights members, grows the understanding of the JCI mission and vision, and promotes the different areas of opportunity.

Estimated Weekly Time Commitment - 3 - 5 Hours Weekly

Leadership competencies developed include (but are not limited to): leadership, media production and storytelling, strategic thinking, communication skills, networking and relationship building.



JCI USA Institutional Chapter Program Manager

The JCI USA Institutional Chapter Program serves JCI USA members who are confined to facilities for penal, correctional or medical reasons. The program aims to support members' rehabilitation and reintegration to society through programming on leadership development, community impact and business and entrepreneurship.

JCI Area of Opportunity Alignment

- Leadership Development
- Community Impact
- Business and Entrepreneurship

Supporting the Mission

- Works with the assigned National Vice President to develop a communication strategy to implement and provide resources and guidance to meet the unique needs of chapters.
- Acts as the main point of contact for the Institutional Chapters to streamline resources and membership processes.

Estimated Weekly Time Commitment - 3 Hours Weekly

Leadership competencies developed include (but are not limited to): leadership, social responsibility, strategic thinking, communication skills, problem solving abilities.



Skills Development Program Manager

The Skills Development Program, formally known as Competitions, offers opportunities for members to enhance their skills through various competitions including “You’re Hired,” Debate, Speak Up and Write Up. The benefits for members who participate as a competitor include individual development in areas such as research and public speaking while offering a safe place to develop skills and gain insightful feedback that can be applied to future aspirations in their personal and professional lives.

JCI Area of Opportunity Alignment

- Leadership Development

Supporting the Mission

- Works with the assigned National Vice President to develop a marketing and communication strategy to implement and update the program in alignment with the JCI mission and vision as well as the JCI USA Strategic Plan and Annual Plan of Action.
- Provides opportunities and resources for JCI USA members to experience leadership development through hands-on experiences in developing their skill.
- Acts as the primary point of contact for the Skills Development Program.

Estimated Weekly Time Commitment - 3 - 5 Hours Weekly

Leadership competencies developed include (but are not limited to): Leadership, strategic thinking, mentorship, innovation, problem-solving abilities, public speaking and advocacy.

Creative Young Entrepreneur (CYE) Program Manager

The Creative Young Entrepreneur (CYE) Program is an international pitch competition that can be leveraged by JCI USA local chapters and state organizations to encourage, honor and celebrate exceptional young entrepreneurs and the role of innovation in their successes. The program was developed by JCI to motivate and inspire young leaders while providing a platform for those leaders to showcase their up and running businesses and gain additional support.

JCI Area of Opportunity Alignment

- Leadership Development
- Business and Entrepreneurship
- Community Impact
- International Collaboration

Supporting the Mission

- Works with the assigned National Vice President to develop a marketing and communication strategy to implement and update the program in alignment with the JCI mission and vision as well as the JCI USA Strategic Plan and Annual Plan of Action.
- Provides opportunities and resources for JCI USA members to experience leadership development through hands-on experiences in developing their skill.
- Acts as the primary point of contact for the Creative Young Entrepreneur (CYE) Program.
- Leverage the CYE program to support JCI USA Brand Awareness and Visibility.
- Provide resources and support to local and state leaders on leveraging CYE as a recruitment and retention platform in their local communities.

Estimated Weekly Time Commitment - 3 - 5 Hours Weekly

Leadership competencies developed include (but are not limited to): leadership, business development, strategic thinking, networking and relationship building, communication skills.



JCI USA Awards Program Manager

The JCI USA Memorial Awards and Recognition Program gives an opportunity for JCI USA members, local and state organizations to showcase and celebrate their achievements each year. The program is designed to recognize the impact of members' efforts at all levels of the organization. This impact can be through projects, chapter/ state management and/ or recruitment and retention efforts.

JCI Area of Opportunity Alignment

- Leadership Development
- Business and Entrepreneurship
- Community Impact
- International Collaboration

Supporting the Mission

- Works with the assigned National Vice President to develop a marketing and communication strategy to implement and update the program in alignment with the JCI mission and vision as well as the JCI USA Strategic Plan and Annual Plan of Action.
- Acts as the primary point of contact for the JCI USA Memorial Awards and Recognitions Program.
- Leverage the Awards program to support JCI USA Brand Awareness and Visibility through both international and external communications.
- Provide resources and support to local and state leaders on the purpose of the JCI USA Awards program, deadlines and how to participate.

Estimated Weekly Time Commitment - 3 - 6 Hours Weekly

Leadership competencies developed include (but are not limited to): leadership, public relations, strategic thinking, communication skills, networking and relationship building.

Ten Outstanding Young Americans Program Manager

The JCI USA Ten Outstanding Young Americans Program annually recognizes ten outstanding young, active citizens, ages 18 - 40, since 1934. Each year these ambitious individuals create positive change and make an impact locally, nationally and or globally. Winners are selected from a wide range of fields including business, economics, entrepreneurship, political, legal and government affairs academia, cultural advancement, moral and environmental leadership, stewards of children and peace, humanitarians and volunteer leaders, the scientific and technological communities and medicine.

JCI Area of Opportunity Alignment

- Leadership Development
- Business and Entrepreneurship
- Community Impact
- International Collaboration

Supporting the Mission

- Works with the assigned National Vice President to develop a marketing and communication strategy to implement and update the program in alignment with the JCI mission and vision as well as the JCI USA Strategic Plan and Annual Plan of Action.
- Acts as the primary point of contact for the Ten Outstanding Young Americans Program.
- Leverage the TOYA program to support JCI USA Brand Awareness and Visibility through both international and external communications.
- Provide resources and support to local and state leaders on the purpose of the JCI USA TOYA program, deadlines and how to nominate and participate.
- Engage with honorees and promote the program across a broad audience.

Estimated Weekly Time Commitment - 3 - 6 Hours Weekly

Leadership competencies developed include (but are not limited to): leadership, public relations, networking and relationship building, strategic thinking, communication skills.



JCI USA Ambassadors Program Manager

The JCI USA Ambassadorship program is a recognition program for members who have made significant contributions to the organization. An Ambassadorship is the highest honor that can be bestowed upon a member by JCI USA.

JCI Area of Opportunity Alignment

- Leadership Development

Supporting the Mission

- Works with the assigned National Vice President to develop a marketing and communication strategy to implement and update the program in alignment with the JCI mission and vision as well as the JCI USA Strategic Plan and Annual Plan of Action.
- Acts as the primary point of contact for the Ambassador Program.
- Recognize and engage JCI USA Ambassadors, utilizing their experience and expertise to support the mission of JCI.

Estimated Weekly Time Commitment - 3 Hours Weekly

Leadership competencies developed include (but are not limited to): leadership, mentorship, networking and relationship building, strategic thinking, communication skills.



JCI USA Alumni Program Liaison

Developed in 2024 the JCI USA Alumni Program provides members who have reached 40 years of age or older an opportunity to stay connected to their JCI family while supporting the growth and development of JCI USA and its members.

JCI Area of Opportunity Alignment

- Leadership Development
- Community Impact

Supporting the Mission

- Acts as a point of contact for JCI USA and JCI USA Alumni Program members.
- Develops and facilitates networking and mentorship opportunities.
- Develops and implements a communication strategy that aligns with the JCI USA Strategic Plan and annual Plan of Action to help build brand awareness and visibility.
- Supports JCI USA fundraising and scholarship efforts through promotions, networking and development of programming.

Estimated Weekly Time Commitment - 3 Hours Weekly

Leadership competencies developed include (but are not limited to): leadership, mentorship, networking and relationship building, strategic thinking, communication skills.



US JCI Senate Liaison

Since 1952 the JCI Senate has sought to build and promote fellowship among Senators and JCI members as well as promote the mission and vision of Junior Chamber International. A JCI Senatorship is the highest honor which can be bestowed upon a current or past member of JCI for outstanding to the organization. Each US JCI Senate President has the opportunity to appoint a liaison to this role to promote the JCI Senate to JCI USA members. The JCI USA Immediate Past National President acts as a representative to the US JCI Senate on behalf of the membership.

JCI Area of Opportunity Alignment

- Leadership Development

Supporting the Mission

- Acts as a point of contact for JCI USA and US JCI Senate leaders to communicate the needs of JCI USA.
- Works with the assigned NVP to promote JCI Senatorships
- Promotes the US JCI Senate Return the Favor program to JCI USA members to recognize Senators who go above and beyond to assist local chapters and state organizations.

Committee Member

Members of a JCI USA committee play a vital role in advancing the mission by contributing to the strategic initiatives and projects of JCI USA. Committee Members collaborate closely with Program Managers and members of the Executive Committee as well as fellow members to help plan, implement and refine programs that align with JCI USA's mission, vision and strategic plan. Committee Members input helps to drive initiatives in all areas of opportunity including leadership development, business and entrepreneurship, community impact and international collaboration.

Maintaining Committee and Program Impact

- **Support Committee Initiatives:** Collaborate with other committee members to develop and execute strategies and programs that align with JCI USA's mission and vision. Actively participate in regular meetings to discuss progress, provide feedback and suggest improvements to ongoing initiatives.
- **Communication and Coordination:** Work with the committee chair and other members to document decisions, track progress, provide feedback and suggest improvements to ongoing initiatives.
- **Program Implementation:** Help facilitate the implementation of committee - related programs and events, ensuring they align with the JCI USA Strategic Plan and Plan of Action.
- **Feedback and Improvement:** Gather and provide constructive feedback on the effectiveness of committee initiatives, suggesting ways to improve support and impact for JCI USA members.

Growing Committee Impact

- **Strategic Collaboration:** Work closely with other committees and stakeholders to identify new opportunities for collaboration, ensuring alignment with JCI USA's four areas of opportunity - Leadership Development, Community Impact, International Collaboration and Business & Entrepreneurship.
- **Expand Reach:** Proactively promote the committee's work through JCI USA's communication channels, encouraging participation and raising awareness of committee initiatives.
- **Innovate & Adapt:** Stay informed about relevant trends and new ideas that can enhance the committee's activities, ensuring that the committee remains innovative and adaptable in achieving its goals.
- **Member Engagement:** Foster a culture of inclusivity and support by engaging new and existing JCI USA members in the committee's work, encouraging them to contribute and benefit from the committee's resources and programs.

Estimated Weekly Time Commitment - 2 - 4 hours/week

- **Leadership Core Competencies Developed (include but are not limited to):** Teamwork and collaboration, strategic thinking and problem solving, communication and meeting facilitation, time management and task prioritization and program development and implementation.

Technology Advisory Group Chair

The Chair of the Technology Advisory Group is a key volunteer leader who works with the JCI USA Executive Committee. They are appointed by the National President (subject to approval by the Board of Directors) and collaborate with elected leadership to guide JCI USA's digital and technology strategies. The Chair plays a pivotal role in ensuring that JCI USA is using the best technology to achieve its mission, stay connected, and operate efficiently. The responsibilities, including those outlined in the JCI USA bylaws and policies, are as follows:

Lead Technology Strategy & Digital Transformation

- Partner with the incoming National Vice President assigned and JCI USA leadership to create and implement a technology plan that supports the organization's goals.
- Guide the team in exploring and introducing new technologies to help JCI USA members stay connected and engaged.
- Ensure that technology resources are used effectively to support JCI USA's Mission, Vision and Strategic Plan

Serve as Chair of the Technology Advisory Group

- Lead the Technology Advisory Group, which is responsible for overseeing JCI USA's digital tools and infrastructure.
- Schedule and chair regular meetings, ensuring collaboration and input from all members.
- Work with staff to document meeting minutes and decisions, and provide tech-related reports for the Executive Committee and Board of Directors.
- Collaborate with staff to generate reports on the effectiveness of digital platforms and recommend tech improvements to leadership.

Enhance Organizational Digital Capacity

- Regularly review JCI USA's tech systems and platforms to ensure they are user-friendly and secure.
- Work closely with the President and staff to identify opportunities to improve member engagement through better digital tools and experiences.
- Propose tech solutions that help JCI USA operate more efficiently and better serve its members.

Role Requirements

- Be an active member of JCI USA who has not reached 40 on or before the commencement of the term.
- A passion for technology and a willingness to lead a tech-savvy team, even if it's your first time in a leadership role!
- Strong communication and teamwork skills to work with both tech and non-tech members.

Estimated Weekly Time Commitment - 5-7 hours/week

- Leadership Core Competencies Include: Communication skills, leadership skills, meeting facilitation, strategic thinking, teamwork and collaboration, problem - solving abilities, time management, networking and relationship building, adaptability and resilience.

Technology Advisory Group Committee Member

As a member of JCI USA's Technology Advisory Group, you will be part of a dynamic team helping to shape and improve the digital tools that keep our organization running smoothly. This is a volunteer position where you'll collaborate with other tech-savvy members, sharing your knowledge and learning new skills, all while making a meaningful impact on JCI USA's mission.

Support Technology Strategy & Digital Transformation

- Work with fellow committee members and JCI USA leadership to help create and implement a technology plan that supports the goals of the organization.
- Contribute ideas and explore new technologies that can help JCI USA members stay connected, engaged, and up to date with the latest tools.
- Ensure that technology is being used effectively to support JCI USA's mission and strategic objectives.

Collaborate with the Technology Advisory Group

- Participate in regular committee meetings to discuss ongoing tech initiatives and provide input on future projects.
- Work with the Chair and other team members to document meeting minutes, share ideas, and track progress on tech improvements.
- Help generate reports on the effectiveness of digital platforms and recommend solutions to enhance member experiences.

Enhance Organizational Digital Capacity

- Assist in reviewing JCI USA's tech systems to make sure they are user-friendly and secure.
- Work with the team to identify ways to improve the digital experience for members, including website features, online tools, and communication platforms.
- Suggest and help implement tech solutions that will allow JCI USA to operate more efficiently and serve its members better.

Role Requirements

- Be an active member of JCI USA who has not reached 40 on or before the commencement of the term.
- A passion for technology and a willingness to contribute your knowledge and ideas.
- Strong communication and teamwork skills to collaborate with both tech and non-tech members.

Estimated Weekly Time Commitment - 3-5 hours/week

- Leadership Core Competencies Include: Communication skills, strategic thinking, teamwork and collaboration, problem - solving abilities, time management, networking and relationship building, adaptability and resilience.

Extensions Committee Chair

The Chair of the Chapter Extensions Committee is a key volunteer leader who works with the JCI USA Executive Committee. They are appointed by the National President (subject to approval by the Board of Directors) and collaborate with elected leadership to guide JCI USA's efforts in expanding its reach through the development of new local chapters. The Chair plays a pivotal role in ensuring JCI USA is actively growing, supporting new leaders, and creating sustainable local organizations that carry forward the mission of JCI USA. The responsibilities, including those outlined in the JCI USA bylaws and policies, are as follows:

Lead Chapter Growth Strategy & Expansion

- Partner with the incoming National Vice President assigned and JCI USA leadership to create and implement a plan for identifying, supporting, and launching new chapters across the country.
- Guide the team in developing resources, tools, and strategies that help prospective groups successfully organize and charter.
- Ensure that new chapter development efforts are aligned with JCI USA's Mission, Vision, and Strategic Plan.

Serve as Chair of the New Chapter Development Committee

- Lead the New Chapter Development Committee, which is responsible for overseeing efforts to create and support new chapters.
- Schedule and chair regular meetings, ensuring collaboration, idea-sharing, and clear action steps among committee members.
- Work with staff to document meeting minutes and decisions, and provide reports on chapter development progress to the Executive Committee and Board of Directors.
- Collaborate with staff and leadership to generate reports on new chapter opportunities, successes, and challenges, recommending strategies to improve the chapter development pipeline.

Strengthen Organizational Capacity for Growth

- Regularly review and refine the chapter development process to ensure it is accessible, effective, and replicable for new communities.
- Work closely with the President, assigned NVP, and staff to identify opportunities for growth and ensure prospective chapters receive timely support.
- Propose strategies and initiatives that help JCI USA expand sustainably, empowering new members and communities to thrive.

Role Requirements

- Be an active member of JCI USA who has not reached 40 on or before the commencement of the term.
- A passion for growth, community development, and mentoring leaders to build strong new chapters.
- Strong communication and facilitation skills to lead a diverse team and engage with prospective members.

Estimated Weekly Time Commitment - 5-7 hours/week

- Communication skills, leadership skills, meeting facilitation, strategic thinking, teamwork and collaboration, problem-solving abilities, time management, networking and relationship building, adaptability and resilience.



Extensions Committee Member

As a member of JCI USA's Chapter Extensions Committee, you will be part of a motivated team focused on expanding JCI USA's reach by creating and supporting new local chapters. This is a volunteer position where you'll collaborate with other growth-minded members, share your insights, and help bring the JCI experience to more communities across the country—all while directly contributing to JCI USA's mission of developing leaders for a changing world.

Support Chapter Growth & Expansion

- Work with fellow committee members and JCI USA leadership to design and implement strategies for starting new chapters.
- Contribute ideas, resources, and best practices to help prospective groups successfully charter and launch.
- Identify opportunities for JCI USA to expand into new communities, ensuring alignment with the organization's mission and strategic objectives.

Collaborate with the New Chapter Development Committee

- Participate in regular committee meetings to discuss ongoing chapter start-up efforts and provide input on future growth initiatives.
- Work with the Chair and teammates to document outreach efforts, share resources, and track progress on chapter development projects.
- Help generate reports on new chapter opportunities, challenges, and successes, and recommend solutions to strengthen expansion efforts.

Enhance JCI USA's Capacity for Growth

- Assist in creating tools, guides, and training resources that support prospective chapters in their journey from interest group to full affiliation.
- Mentor and support local leaders during the early stages of chapter formation, helping them establish strong foundations.
- Suggest and implement approaches that allow JCI USA to scale growth efforts efficiently while maintaining quality support.

Role Requirements

- Be an active member of JCI USA who has not reached 40 on or before the commencement of the term.
- A passion for leadership development and a desire to help JCI USA grow its local footprint.
- Strong communication, outreach, and teamwork skills to support prospective members and collaborate with the national team.

Estimated Weekly Time Commitment - 3-5 hours/week

- Communication skills, strategic thinking, teamwork and collaboration, problem-solving abilities, time management, networking and relationship building, adaptability and resilience.



Mental Health Committee Chair

The Chair of the Mental Health Committee plays a key role in guiding JCI USA's efforts to promote mental health awareness and support within the organization. Appointed by the National President (subject to approval by the Board of Directors), the Chair will collaborate with JCI USA leadership to create and lead initiatives that enhance mental health education, resources, and support for members. This is a great opportunity for someone passionate about mental health advocacy and ready to take on a leadership role.

Lead Mental Health Strategy & Awareness Initiatives

- Partner with the assigned National Vice President and JCI USA leadership to create and implement a mental health plan that supports the organization's goals.
- Guide the committee in developing initiatives that raise mental health awareness, provide resources, and foster a supportive community for JCI USA members.
- Ensure that mental health resources and activities align with JCI USA's Mission, Vision, and Strategic Plan.

Serve as Chair of the Mental Health Committee

- Lead the Mental Health Committee, which is responsible for promoting mental health and well-being within the organization.
- Schedule and chair regular meetings, encouraging collaboration and input from all members.
- Work with staff to document meeting minutes and decisions, and provide updates and reports to the Executive Committee and Board of Directors.
- Collaborate with staff to create reports on the effectiveness of mental health initiatives and suggest improvements to leadership.

Enhance Mental Health Support Across JCI USA

- Regularly assess JCI USA's mental health resources to ensure they are accessible, relevant, and helpful to members.
- Work closely with the President and staff to identify opportunities to improve member support through mental health education and services.
- Propose new initiatives or programs that can help foster a culture of mental wellness throughout the organization.

Role Requirements

- Be an active member of JCI USA who has not reached 40 on or before the commencement of the term.
- A passion for mental health advocacy and a willingness to lead a team, even if it's your first leadership role!
- Strong communication and teamwork skills to collaborate with both mental health professionals and non-professionals.

Estimated Weekly Time Commitment - 5-7 hours/week

- Leadership Core Competencies Developed (Include but are not limited to): leadership, communication, strategic thinking, teamwork and collaboration, problem - solving, time management, networking and relationship building, advocacy and public speaking



Mental Health Committee Member

As a member of JCI USA's Mental Health Committee, you'll play a key role in promoting mental health awareness and support throughout the organization. This volunteer role is perfect for someone passionate about mental wellness and eager to contribute to initiatives that make a real difference in the lives of JCI USA members. You'll collaborate with other team members to plan, implement, and promote mental health resources and programs.

Support Mental Health Strategy & Awareness Initiatives

- Work with committee members and JCI USA leadership to help create and implement a mental health plan that aligns with the organization's goals.
- Contribute to developing initiatives that raise mental health awareness and provide resources for JCI USA members.
- Ensure that the mental health programs and resources support JCI USA's Mission, Vision, and Strategic Plan.

Collaborate with the Mental Health Committee

- Participate in regular meetings to discuss mental health initiatives and provide input on new and ongoing projects.
- Work with the Chair and other members to document meeting minutes, track progress, and share ideas.
- Help gather and provide feedback on the effectiveness of mental health initiatives, suggesting ways to improve support for members.

Enhance Mental Health Support Across JCI USA

- Assist in reviewing and updating JCI USA's mental health resources to ensure they are accessible and beneficial to members.
- Work closely with other committee members to find ways to improve member engagement with mental health programs.
- Support the team in creating and promoting new initiatives that foster a culture of mental wellness within JCI USA.

Role Requirements

- Be an active member of JCI USA who has not reached 40 on or before the commencement of the term.
- A passion for mental health and a desire to contribute to meaningful initiatives.
- Strong communication and teamwork skills to collaborate with fellow members and leadership.

Estimated Weekly Time Commitment - 3-5 hours/week

- Leadership Core Competencies Developed (Include but are not limited to): Teamwork, communication, mental health advocacy, project management, problem-solving, and time management.

Strategic Plan Committee Member

The Strategic Plan Committee plays a crucial role in ensuring the long - term success and sustainability of JCI USA. The committee is responsible for developing, reviewing and updating the strategic plan to ensure alignment with JCI's mission and vision as well as members' needs. Members of the committee collaborate with JCI USA leadership and members to set strategic priorities and track progress towards organizational goals. The Strategic Plan Committee is chaired by the Deputy National President.

Support Strategic Vision

- Work with JCI USA leadership to draft, review and update the multi-year strategic plan, aligning with the organizations mission, vision, areas of focus and member needs.
- Track progress towards the strategic objectives, ensuring key performance indicators (KPIs) are met and providing updates to JCI USA leadership and members.
- Provide recommendations on adjustments to the strategic plan as necessary based on organizational performance, external factors and member feedback.
- Engage with the Executive Committee, Board of Directors and other committees to ensure all stakeholders are aligned with the strategic direction.

Growing the Collective Impact

- Participate in regular meetings to discuss the strategic vision of JCI USA as well as JCI and provide input on new and ongoing projects.
- Work with the Chair and other members to document meeting minutes, track progress, and share ideas.
- Help gather and provide feedback on the effectiveness of strategic plan initiatives, suggesting ways to improve support for members.
- Leverage data and insights to identify trends and opportunities that support JCI USA's long - term goals, ensuring the committee remains a critical asset for growth and adaptability.
- Encourage input from JCI USA members on strategic initiatives, ensuring that the plan reflects the needs and interests of the organization.

Role Requirements

- Be an active member of JCI USA who has not reached 40 on or before the commencement of the term.
- Strong communication and teamwork skills to collaborate with fellow members and leadership.

Estimated Weekly Time Commitment - 3-5 hours/week

- Leadership Core Competencies Developed (Include but are not limited to): Strategic thinking, leadership, problem - solving abilities, communication skills, collaboration.

Training Task Force Member

The Training Task Force is responsible for providing insight for the development and implementation of JCI USA's training programs. The task force is overseen by the Leadership Development Director (LDD) and collaborates with the Executive Committee and JCI USA staff to design, deliver and assess training opportunities that align with the organization's goals, strategic plan and member needs.

Support Leadership Development

- Create, refine or suggest training programs that align with JCI USA's mission and strategic plan, ensuring members are equipped with the skills they want and need to create positive change.
- Organize and oversee national learning events both in person and online in collaboration with the JCI USA leadership team, to promote leadership development, international collaboration, individual development, community impact and business and entrepreneurship.
- Regularly assess training programs and incorporate feedback to improve the quality and impact of educational content.
- Work closely with JCI USA leadership and members to ensure that training initiatives meet organizational goals and address member needs.

Growing the Collective Impact

- Explore new training methods and technologies to enhance the learning experience for members and ensure training opportunities are forward focused and relevant.
- Increase participation in training programs by engaging members and chapters across JCI USA, ensuring all members are aware of training opportunities being offered.

Role Requirements

- Be an active member of JCI USA who has not reached 40 on or before the commencement of the term.
- Strong communication and teamwork skills to collaborate with fellow members and leadership.
- A background in education, training and development or adult learning preferred but not required.

Estimated Weekly Time Commitment - 3-5 hours/week

- Leadership Core Competencies Developed (Include but are not limited to): Strategic thinking, leadership development, problem - solving abilities, communication skills, collaboration.

Diversity, Equity, Inclusion & Belonging Committee Member

The Diversity, Equity, Inclusion and Belonging (DEIB) Committee works to ensure that JCI USA fosters a welcoming, inclusive and equitable environment for all members. The committee is tasked with identifying and addressing barriers to inclusion and working with leadership to ensure that DEIB is a core part of the organization's culture and operations. The committee in partnership with the Training Task Force may also make recommendations on appropriate training platforms related to DEIB.

Support Inclusion and Collaboration

- Develop and implement strategies that promote diversity, equity, inclusion and belonging across all areas of JCI USA.
- Assess organizational practices, policies and culture to identify and suggest corrective actions to barriers that limit inclusion and diversity.
- Work with the JCI USA leadership team and staff management position to engage members in DEIB discussions, activities and initiatives as relevant to foster a sense of belonging and ensure that all voices are heard.

Growing the Collective Impact

- Suggest ways to increase awareness and participation in DEIB initiatives by engaging members from diverse backgrounds, ensuring the JCI USA reflects the diversity of being an international young persons' development organization.
- Collaborate with the National Vice President overseeing Partnerships to develop relevant partnerships with external organizations that can support JCI USA's DEIB goals and enhance the impact of the committee's work.

Role Requirements

- Be an active member of JCI USA who has not reached 40 on or before the commencement of the term.
- Strong communication and teamwork skills to collaborate with fellow members and leadership.

Estimated Weekly Time Commitment - 3-5 hours/week

- Leadership Core Competencies Developed (Include but are not limited to): Strategic thinking, leadership development, cultural intelligence, problem - solving abilities, communication skills, collaboration.



Communications Committee Member

The Communications Committee is responsible for managing and enhancing JCI USA's internal and external communication strategies by executing the JCI USA marketing and branding strategy with oversight from the Communications Area National Vice President. The committee works to ensure that JCI USA's brand awareness and visibility is clear, consistent and aligned with the mission, vision and strategic priorities, reaching both members and the public. Communications committee members will provide feedback and content on different areas of communications including but not limited to social media, website, newsletters, virtual magazines, traditional media, blogs, vlogs.

Support JCI USA Brand Awareness and Visibility through Communications

- Support and implement communication strategies that promote JCI USA's programs, events and initiatives.
- Provide resources on the creation of content for various communication channels including social media, newsletters and the JCI USA website to help tell the stories of JCI USA members.
- Help to ensure all communications adhere to JCI USA's brand guidelines, ensuring that members are informed and involved.

Growing the Collective Impact

- Expand JCI USA's brand awareness and visibility through innovative communication campaigns and strategies, reaching a broader audience and enhancing brand recognition and membership engagement.
- Embrace new digital tools and platforms to modernize JCI USA's communications strategy and enhance member engagement and retention.

Role Requirements

- Be an active member of JCI USA who has not reached 40 on or before the commencement of the term.
- Strong communication and teamwork skills to collaborate with fellow members and leadership.
- A background in communications, brand development, marketing or media

Estimated Weekly Time Commitment - 3-5 hours/week

- Leadership Core Competencies Developed (Include but are not limited to): Strategic thinking, media production and storytelling, leadership development, problem - solving abilities, communication skills, collaboration.