

Role Profile of LMA Branch Executives

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| Job Title: Deputy Branch Coord/Finance 2x Organising Secretary/Secretary Observer | Function: LMA Membership (Voluntary) | Reports to: Branch Coordinator(BC)/Nat. Coordinator/President/Founder or LMA Registered Directors |
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Main Purpose of Role (summary definition of job)

- To assist the branch coordinator of LMA in every branch in the upkeep of members, events organising, fund raising, holding meetings, networking and keeping up with membership fees within a nation. To build and recruit new members whilst ensuring all head office regulations are followed precisely with room for innovative ideas without derailing from core LMA vision, mission and values.
- Position is applied by the candidate and is earned by selection, interview and appointment by LMA Management.
- Ensures constant communication is kept with the head office & LMA Management.
- Adheres to the LMA constitution at all times. The constitution of LMA shall be made available to all executives and branch coordinators. It shall also be made available to all members who have fully paid their yearly membership fees on request.
- All executive members shall ensure by assisting the deputy branch coordinator and the BC that all articles written by members of LMA for the LMA website must be sent to blogs@lmacademy.com for its publishing on the LMA website.
- All media contacts to and from LMA must be immediately communicated to the head office or the respective management for authorisation. If such external media communication needs urgent attention, the respective LMA contact numbers should be rung for authorisation. This will ensure cordial and proper communication to and from LMA with the media in all areas of operation.



**Branch Coordinators can find their roles on under the
Careers section on the LMA website: www.lmacademy.com**

Main Duties (in order of importance)

Deputy Branch Coordinator/Financial Secretary

- Sells LMA membership ethically to all people and organisations within the qualifying age and membership requirement range.
- Organises own work routine and schedule to achieve set targets by head office in line with head office criteria.
- Undertakes effective prospecting into new and proactive projects necessary to bring in new members and expand LMA awareness and presence in its chosen industry.
- Deputises/assists the Branch Coordinator to launch with the help of other core officers to launch national projects funded from the local branch's contributions unless otherwise stated by the head office.
- Deputises/Assists the BC to ensure all fees payable are paid on time.
- Ensures all members capable of volunteering in any capacity as listed on the website follow the prescribed order.
- Assists BC to keep in touch with all members of the branch.
- Assists BC to ensure all fees and pledges payable into the national coffers are dully paid on time and properly recorded.
- Ensures members articles are sent to the head office for the LMA blogs to blogs@lmacademy.com
- Recruits 15 new members yearly.

Observer or The Critic




- Sits in all executive meetings.
- Undertakes the role of an observer during discussions on projects and other relevant issues with the mind of a critic with the view to draw members of the executives into a properly coordinated debate when the need arises for him/her to speak.
- Acts as the neutral executive whose role includes strategising for the branch in events, projects.
- He assists the branch coordinator and the organising secretaries in making and liaising with the media on all issues relating to LMA and all events conducted.
- Conducts regular research on the branch to assess areas issues that may need the coordinators attention as well as the head office's involvement.
- Assists the BC to encourage members to fund raise for LMA's long term vision of building affordable homes for the poor.
- Ensures that members keep in touch with the branch executives on all matters at all times.
- He/She must be willing to undertake extra duties as deemed by the branch coordinator or the LMA Management.
- Recruits 15 new members yearly.

2 x Organising Secretaries/Secretary

- Organises local events with the agreement of the branch coordinator involving other branches and heads branch events team whenever there is regional or national events.
- Assist in maintaining regular contact with all local members and international members whenever necessary.
- Can represent/Deputise the NC of LMA with approval from LMA President/Founder whenever necessary in governmental meetings and required activities regarding membership.
- Proactively embarks on suggesting new ideas etc. via head office.
- Ensures regular meetings are held to review local and national projects being run with project officers.
- Maintains and enhances own knowledge and skills required for this role.
- Deputises as secretary to the branch by taking minutes whenever there is a branch meeting.
- Ensures all unlawful activities and disciplinary procedures are reported, erased and followed respectively.
- Proactively helps LMA in other related businesses and interests.
- Ensures members of branch on all social networks are well informed of all local and national events as may be deemed necessary.
- Organises fund raising events to support LMA.
- Keeps abreast with news, events on LMA website, regulatory and industry developments/changes.
- Recruits 15 new members yearly each.

Duration: 2years reviewable

In addition to the duties listed above the Branch Executives may, from time to time, be required to undertake other duties as requested by head office.

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| <p>Key Success Factors</p> <p>Individual Performance Indicator</p> <ul style="list-style-type: none"> • To generate membership through prospecting, word of mouth and presentations. • To maximise membership opportunities nationally. • Deputises/Assists NC to ensure effective networking is built with other similar organisations or associations. • To provide an ethical service and fully explain the terms of each type of membership and the constitutions. • To operate in line with LMA Christian standards whilst building himself/herself on such standards. • To ensure that new officers/members are generated across the designated national/regional/branch territory. • To generate referral opportunities for LMA consultancies with businesses and organisations. | <p>Expected Deliverable & Benefits</p> <ul style="list-style-type: none"> • Quality and quantity standards met as defined by your line manager. • Regular reviews of performance by LMA management. • Personally enrolled on LMA available leadership & mentoring. • Other available incentives in cash and gifts. • References provided in support of main jobs. • Is also with head office approval employed on a part-time/full-time/renewable-contract basis depending on circumstances or demands to be determined by the Founder and Registered Directors. • Where no offer of employment is given, national coordinators will benefit for equivalent incentives as if they were being employed with head office approval. | | | |
| <p>Profile</p> <table border="0"> <tr> <td data-bbox="156 945 406 1164"> Business Acumen Communication Skills Continuous Improvement Customer Skills Developing People Strong Networking Skills Problem Solver Adaptive and Innovative </td> <td data-bbox="406 945 912 1191" style="text-align: center;">  </td> <td data-bbox="912 945 1455 1164"> Influencing Skills Strong Leadership Planning & Self Management Problem Solving & Decision Making Team Working Strong Conflict Management Skills Flexible Energetic and Charismatic </td> </tr> </table> | | Business Acumen Communication Skills Continuous Improvement Customer Skills Developing People Strong Networking Skills Problem Solver Adaptive and Innovative |  | Influencing Skills Strong Leadership Planning & Self Management Problem Solving & Decision Making Team Working Strong Conflict Management Skills Flexible Energetic and Charismatic |
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| <p>Technical Skills/Experience required:</p> <ul style="list-style-type: none"> • Laptop/PC navigation skills. • Letter writing, internet browsing skills and power point skills. • Proven leadership/management skills, preferably within a charity, NGO, membership association or direct sales environment. • Previous success in a 'target-driven' role | <p>Qualifications/Experience Required:</p> <ul style="list-style-type: none"> • Degree Holder/HND Holder or equivalent. • Senior High School Certificate holders can also apply subject to proven leadership experience. • 1 year or more years experience in leadership. • Able to provide 2 referees commenting on character and work habits. | | | |

*All completed applications with CVs are to be made directly to LMA Head Office.
Please email leadershipacademy@ymail.com to ask for more information.
www.lmacademy.com .*