

## Role Profile of Members: Professional & Corporate Members

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| <b>Job Title:</b><br>Professional & Corporate Member | <b>Function:</b><br>LMA<br>Membership<br>(Voluntary) | <b>Reports to:</b><br>Deputy/National Coordinator/Head Office |
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### **Main Purpose of Role (summary definition of job)**

- To be part of a growing professional and corporate membership category of LMA. To take part in all LMA activities, raise funds, recruit new members, pay all dues or fees, aspire to be a leader/mentor whilst ensuring all head office regulations are followed precisely with room for innovative ideas without derailing from core LMA vision, mission and values.

### **Main Duties (in order of importance)**

- Sells LMA membership ethically to all people and organisations within the qualifying age and professional sectors.
- Adheres to all professional & corporate membership rules including the paying of dues and fees.
- Undertakes effective prospecting to generate new professional membership.
- Ensures he/she is aware of all new updates on the LMA site.
- Assists the branch or head office in raising funds to launch local projects funded from the local branch's coffers.
- Maintains and regularly review his/her CPD by communication with his/her supervisors whilst maintaining regular contact with mentors whenever necessary.
- Writes in articles of leadership targeting the professional arenas to help motivate existing and would-be members into leadership functioning.
- Ensures all fees payable into the national coffers are dully paid on time.
- Can assist in organising events involving all national members that invites outside speakers by obtaining approval from head office/national coordinators.
- Maintains regular contact with all other professional and corporate members via breakfast meetings and other social meetings.
- Proactively embarks on suggesting new ideas etc. via branch coordinators, head office and national coordinator.
- Ensures regular meetings are held to review local & national projects being run.
- Maintains and enhances own knowledge and skills required for this role.
- Ensures all unlawful activities and disciplinary procedures are reported, erased and followed respectively.
- Keeps abreast with news, events on LMA website, regulatory and industry developments/changes.
- Pays a small fee towards membership ID and LMA T-Shirt.
- Attends 75% of all professional members meetings whether face to face or online meetings and discussions.
- Recruits 15 new members yearly.
- Membership starts from 18+
- Can be a business organisation or an individual.

### **Benefits:**

- Creates a platform of influence for the member and others via our bespoke schemes.
- Becomes a potential member of the think tank committee that brainstorms for LMA's present and future projects.
- Gains recognition for every sweat and hard work input into the community via LMA Recognition schemes.
- Gets access to LMA Password protected members only zone on the website by taking part in professional forum for case studies (coming soon).
- Allowed to use the letters "LMAPM"(Professional Members) or "LMACM" (Corporate Members) after their name if member signs up as a Professional Mentor and Volunteer to organise events and fund raising.

**Benefits:**

- 35% discount on all professional training workshops for professional members.
- 35% discount on all professional training workshops for corporate members.
- Access to professional mentors on LMA's register as well as regular contact with the LMA President and Founder.
- Access to all protected documents designed for LMA Members alone.
- Contacted on all professional and local leadership courses that may be available to LMA.
- Receives a discount on all trips abroad organised by LMA.
- Receives discounts on all partners workshops, products and services.
- Entitled to a free copy of "Arrested Realities" by Dr. D Adjepong whenever available.
- Considered first in all relevant projects that may promote a members product and services.
- Receives a free 1month advertisement slot on LMA website on all products and services that member may launch originally.
- Becomes an LMA Ambassador after recruiting 25 members and receives a certificate of recognition.
- Can receive a reference from LMA when looking for a job if a paid and active member.
- Participates in all local trips and workshops.
- Social & Career networking.
- Automatically enrolled on all Leadership Scheme projects run locally.
- Eligible for all LMA prize draws for international trips.
- Invited to submit business proposals to the Regional Think Tank committee for shortlist and possible sponsorship.
- Treated as business consultants if they sign up as LMA Volunteers.
- Leadership skills imparted via CPDs and other projects and engagements.
- Receives a Professional Membership Certificate after paying his/her annual dues. This annual membership must be renewed yearly.

**Duration:** Renews membership by payment of dues

In addition to the duties listed above Local/Branch Coordinators may, from time to time, be required to undertake other duties as requested by their line manager or head office.

**Key Success Factors****Individual Performance Indicator**

- To generate membership through prospecting, word of mouth and presentations.
- To maximise membership opportunities.
- To operate in line with LMA standard.
- To generate referral opportunities for LMA consultancies with businesses and organisations.

**Expected Deliverable & Benefits**

- Quality and quantity standards met as defined by your line manager.
- Regular reviews of CPD performance by LMA management.
- Personally enrolled on LMA available leadership & mentoring.
- Management goodwill occasionally given to performing members.
- References provided in support of main jobs.

**Profile**

Business & Professional Acumen  
 Communication Skills  
 Continuous Improvement  
 Social Skills  
 Interpersonal Skills

Influencing Skills  
 Leadership & Entrepreneurial Skills  
 Planning & Self Management  
 Team Building Skills  
 Networker

**Technical Skills/Experience required:**

- Has interest in charity work such as LMA.
- Interested in Leadership/Mentoring/Management/Coaching.
- Interested in success and community driven projects.
- Previous success in a 'target-driven' role.
- Employed or self employed or a company.

**Qualifications/Experience Required:**

- 18+ and in employment
- Graduate of Senior High School or Tertiary Institution.
- Able to provide 1 referee commenting on character or work habits.
- Ex-convicts will be considered so long as they are willing to undertake LMA's Character Building Assessment Course.
- All disabled applicants will be considered if they are willing to participate in all LMA activities.

*All membership applications can be made via our website. Please email [leadershipacademy@ymail.com](mailto:leadershipacademy@ymail.com) or [headoffice@lmacademy.com](mailto:headoffice@lmacademy.com) to ask for more information. [www.lmacademy.com](http://www.lmacademy.com) . © 2010 LMA Management*