

Role Profile of Coordinators

Job Title: National Coordinator (NC LMA)	Function: LMA Membership (Voluntary)	Reports to: President/Founder or LMA Registered Directors
--	--	---

Main Purpose of Role (summary definition of job)




- To lead & manage predominantly LMA national membership comprising branches, regional and branch coordinators, local members and international members 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 Head Office/Founder.

Main Duties (in order of importance)

- 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 both own and manager's 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.
- Ensures regional and branch coordinators are well informed of all news, meetings and other updates from head office.
- Responsible for the coordinating, communication and upkeep of all volunteer directors and think tanks in collaboration with the president/founder of LMA.
- Launches with the help of his/her core officers to launch national projects funded from the local branch's coffers.
- Ensures all local branch constitutions are written and implemented within the overall LMA constitutional requirements.
- Maintains and regularly reminds regional and branch members and new members of LMA worldwide constitution and local constitution.
- Ensures all fees payable are paid on time.
- Ensures all fees payable into the national coffers are fully paid on time.
- Can organise and deputise head office in events involving all national members that invites outside speakers by obtaining approval from president/founder and directors.
- Maintains regular contact with LMA patrons/mentors by phone or email to update them on national progress of LMA activities.
- Maintains regular contact with all local members and international members whenever necessary.
- Can represent LMA with approval from LMA President/Founder whenever necessary in governmental meetings and required activities.
- Does not encourage any member to derail from the Christian principles upon which the foundation of LMA rests but ensures that such principles are followed by all members and branches via the regional and branch coordinators.
- Proactively embarks on suggesting new ideas etc. via head office.
- Can recommend the removal and sacking of a regional coordinator and branch coordinator.
- 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.
- Ensures all unlawful activities and disciplinary procedures are reported, erased and followed respectively.
- Authorised to use LMA letterhead in all LMA communication for which such communication requires the use of official paper or LMA logo. Head office must always be informed with a copy of such communication whenever necessary.
- Can authorise an officer (regional or branch coordinator or any senior member) whilst assuming responsibility to use LMA letterhead for the same purpose as stated above.
- Proactively helps LMA in other related businesses and interests.
- Keeps abreast with news, events on LMA website, regulatory and industry developments/changes.
- Recruits 30 new members yearly.

Duration: 2years reviewable

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

<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. • Ensures 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 1191"> Business Acumen Communication Skills Continuous Improvement Customer Skills Developing People Strong Networking Skills Problem Solver Excellent Interpersonal Skills Good Character </td> <td data-bbox="406 945 912 1245" style="text-align: center;">  </td> <td data-bbox="912 945 1292 1191"> Influencing Skills Strong Leadership Planning & Self Management Problem Solving & Decision Making Team Working Strong Conflict Management Skills Flexible Adaptive and Innovative Energetic and Charismatic </td> </tr> </table>		Business Acumen Communication Skills Continuous Improvement Customer Skills Developing People Strong Networking Skills Problem Solver Excellent Interpersonal Skills Good Character		Influencing Skills Strong Leadership Planning & Self Management Problem Solving & Decision Making Team Working Strong Conflict Management Skills Flexible Adaptive and Innovative Energetic and Charismatic
Business Acumen Communication Skills Continuous Improvement Customer Skills Developing People Strong Networking Skills Problem Solver Excellent Interpersonal Skills Good Character		Influencing Skills Strong Leadership Planning & Self Management Problem Solving & Decision Making Team Working Strong Conflict Management Skills Flexible Adaptive and Innovative Energetic and Charismatic		
<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/Business Owner. • 3 or more years experience in leadership. • Able to provide 2 referees commenting on character and work habits. 			

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

© 2009 LMA Management