

MYC Election of Officers

Chair

- Preside over and Conduct All MYC Meetings
 - Determine Agendas with the staff liaison
 - Spokesperson for the youth council
 - Reports to council; presents an annual report to city council
 - Other duties assigned by staff liaison

Vice Chair

- Taking on the duties of the chair in the event the chair is unable or unwilling to
- Reports the financial status of the youth council regularly
 - Responsible for fundraising activities
 - Other duties assigned by the staff liaison

Secretary

- Records the minutes for every meeting
 - Tracks Attendance at each meeting
 - Assists the chair and the youth council with parliamentary procedures
 - Other duties assigned by staff liaison

Historian

- Responsible for the yearbook
 - Works to make sure all youth council events are documented with photographs
 - Works closely with the communications officer
 - Other duties assigned by staff liaison

Communications Officer

- Responsible for the promotion of the mayor's youth council
- Engages the public via social media by posting prior to and during each meeting/event.
- Encourages meeting attendance for members and citizens
- Maintains communication with each department to share meetings and events with everyone.
 - Other duties assigned by staff liaison

Other Duties

- Each member of the “executive committee” will “chair” a department
 - each department chair will be responsible for sharing information with their department
 - Meeting Dates
 - Department meet ups
 - Travel information
 - Possible agenda items
- The executive committee will oversee the yearbook

Volunteers & Nominations