



MAYOR'S YOUTH COUNCIL POLICY 1

Policy for Officer Duties and Responsibilities

This policy is established to define the responsibilities in Article IV of the Mayor's Youth Council bylaws that states officer shall be Chair, Vice-Chair, Secretary, Historian, Communications Officer, and Executive Committee.

Chair Responsibilities:

- Attend chapter meetings.
- Preside over Youth Council meetings and Executive Committee meetings.
- Serve as chair for assigned committee meetings.
- Assist Staff Liaison and/or Executive Committee to determine agenda.
- Act as a spokesperson for the Youth Council.
- Report to the City Council on Youth Council items and updates.
- Responsible for annual report of Youth Council to present at City Council meeting.
- Prepare meeting/event recaps for membership and social media page, due for distribution the first Monday of every month.
- Mentor members.
- Ensure committee members are meeting their goals and projects.

Vice-Chair Responsibilities:

- Attend chapter meetings.
- Take on the duties of the Chair in the event the Chair is unable to fulfill such duties.
- Responsible for completing the financial duties such as prepare a budget, maintain finances, and report the financial status to Youth Council.
- Responsible for fundraising efforts of the Youth Council
- Chair a finance committee if necessary.
- Attend Executive Committee meetings.
- Introduce guest speakers.
- Mentor members.
- Ensure committee chairs and members are meeting their responsibilities and deadlines.

Secretary:

- Attend chapter meetings.
- Preparing typed minutes, due for review to the staff liaison 1 week before the next scheduled meeting.
- Track attendance of all members.
- Take on the duties of the Chair in the event the Chair and Vice-Chair is unable to fulfill such duties.
- Assist the Chair and Youth Council with following bylaws and proper parliamentary procedures.
- Chair a bylaws committee if necessary.

- Attend Executive Committee meetings.
- Mentor members.

Historian:

- Attend all chapter meetings.
- Provide nametags for members at each meeting/event.
- Take photos at meetings/events, if unable to attend assign responsibility to a committee member in attendance.
- Responsible for Annual Yearbook to include pictures and other memorabilia from each event/activity.
- Provide Assistant City Secretary copy of all photographs of documented meetings/events.
- Work closely with Communications officer to provide photographs for social media uploads.
- Attend Executive Committee meetings.
- Responsible for maintain the History of the Mayor's Youth Council.
- Mentor members.

Communications Officer:

- Attend all chapter meetings.
- Responsible for social media outlets such as Burleson Mayor's Youth Council Social Media accounts.
- Work closely with the Historian to document events with photographs.
- Track attendance and draft meeting minutes in the event the Secretary is not present.
- Attend Executive Committee meetings.
- Mentor members.

Executive Committee – The above listed officers shall comprise the Executive Committee and shall be responsible for the duties below.

- Shall meet prior to each regular Youth Council meeting when necessary or hold special meetings when needed.
- Have the right to determine the agenda of Youth Council meetings with the Staff Liaison, Mayor, and/or City Council.
- Aid in preparation of the Annual Report and annual Yearbook.

Acknowledgement of Officer Responsibilities

I _____ confirm that I have received, read and understand the responsibilities of my duties as _____. I agree to fulfill these duties to the best of my abilities.

Signature

Print Name

Date