

Manor Youth Advisory Commission

Elected & Appointed Officers Duties Descriptions

Chairperson—Chairperson is an elected position. This position is the executive officer of the Manor Youth Advisory Commission (YAC). The chairperson presides and conducts all meetings and should understand Robert's Rules of Order and parliamentary procedure well. The chairperson shall supervise the business and affairs of the YAC and work with fellow commissioners and adult leaders in planning projects and programs. The chairperson shall be the spokesperson for the YAC; therefore, good communication skills are essential. The chairperson shall attend necessary meetings as the YAC spokesperson. The chairperson will make the Biannual Report to the Manor City Council in February and September.

Vice-Chairperson—Vice-Chairperson is an elected position. The vice-chairperson shall assume the duties of the chairperson in his/her absence and shall assist the chairperson in the general supervision of the YAC's projects and programs. The vice-chairperson shall perform other duties as assigned by the chairperson or members of the YAC.

Secretary—Secretary is an elected position. The secretary shall record the minutes and notes of each YAC meeting accurately. The minutes should contain information concerning each discussion and action item on the agenda. They should be typed and submitted to the City Staff Liaison within 3 days after the meeting.

Treasurer—Treasurer is an elected position. The treasurer shall give a monthly finance report to the YAC. The treasurer will not be responsible for handling the money except during special events or projects. The treasurer will count the money and turn it over to the city staff liaison after the event.

Sergeant at Arms (SAA)—Sergeant at Arms is an appointed officer position, not elected. The SAA shall ensure that meetings are conducted in an orderly fashion according to Robert's Rules of Order. Anyone interrupting the meeting will be asked to leave by the Sergeant at Arms.

Public Relations— Public Relations is an appointed officer position, not elected. This position shall be the spokesperson for the YAC when the Chair is unable to fulfill this obligation; therefore, good communication skills are essential. In addition, this position will coordinate and plan for recruitment events/activities for YAC.

Team Building Leader—Team Building Leader is an appointed officer position, not elected. This position coordinates special activities for YAC members to strengthen unity, help acclimate new members, and break the ice for special events. This individual is in charge of the FUN!

Park Ambassador Leader—Park Ambassador Leader is an appointed officer position, not elected. This position leads the Park Ambassador program within YAC and leads the group in focusing on park stewardship.

City Staff Liaison – City Staff Liaison serves as the primary link between YAC, City Council, and city staff. The City Staff Liaison will be appointed annually by the City Council and managed operationally by the City Manager. The liaison is expected to attend YAC meetings and events to mentor members, relay youth priorities to the City Council and provide City Council updates to the YAC. The liaison will also support budgeting, planning, and operation tasks of the YAC. The liaison will need to enforce bylaws, safety protocols and other rules while ensuring documentation to maintain accountability.

Commented [SK1]: This is a very generic description based on what the bylaws and the YAC program say. It can be changed according to what City Council requires from the liaison.

Chaperones/Volunteers – Chaperones/volunteers play a vital role in supporting the Youth Advisory Commission (YAC) by ensuring a safe, respectful, and positive environment during all meetings and activities. Their responsibilities include supervising participants, assisting with event logistics, enforcing the Code of Conduct, and providing guidance as needed. Chaperones and volunteers are expected to model appropriate behavior, help maintain order, and promptly report any concerns or incidents to the designated staff liaison or City officials. To ensure the safety and well-being of all YAC participants, all chaperones/volunteers are required to successfully complete a background check prior to participating in any YAC meetings, events, or activities.

Commented [SK2]: Again, this is very generic. It can be changed according to what City Council is looking for. Additionally, we will need some more information of who will be conducting the background check,