

OFFICER JOB DESCRIPTIONS

Responsibilities of the officers include the following...

OFFICERS:

Term of Duty: October 2007 – May 2007

Must attend a Mesquite high school, or middle school, or live in the City of Mesquite.

CHAIRMAN:

The Chairman shall lead all meetings, and be primarily responsible for the completion of all activities and programs, ensure that all members are performing the duties requested of them, appoint all sub-committees and name the chairman of the committees.

- Create a flyer for every meeting
- Give agenda items to Youth Services Specialist before each month's meeting

VICE-CHAIRMAN:

The Vice-Chairman shall, in the absence of the chairman perform the duties of the chairman.

- Responsible for application drive at the end of the year
- Taking pictures for an annual memory book

SECRETARY:

The secretary shall keep the minutes of all meetings and be prepared to submit them to the committee. The secretary shall be in the charge of the telephone committee to remind members of meetings, important events and dates.

- Make sure the chairman and secretary sign the official minutes
- Take the board member's attendance at each meeting

PARLIAMENTARIAN:

- Make sure that parliamentary procedures are followed at the meetings
- Keep meetings under control
- Give information about YAC events to the Youth Services Specialist for updating the www.teenmesquite.com web site (ex. pics, articles, info)

Additional responsibilities include...

- Each officer should also keep good communications with the Youth Services Specialist throughout the year. This helps the officers stay informed about YAC events and to stay up to date on YAC news. The Youth Services Specialist should always be informed about your attendance and failure to achieve the above responsibilities.
- Most importantly, the YAC officers must work together, be prepared, and be organized.
- Last, but not least, not one person should do all of the work. Use other board members to help with all of the activities.

If a member needs to resign during his/her term, the member must notify the Youth Services Coordinator.