



Mayor's Youth Action Council  
City of Manitowoc

## **Mayor's Youth Action Council Officer Position Descriptions**

*Officer terms are one year: October – May*

*Officers are elected at the second Council meeting of the year*

### **President**

- Be the official representative of the Mayor's Youth Action Council.
- Provide direction with assistance from the Mayor and/or the Assistant to the Mayor.
- Prepare meeting agendas with assistance from the Vice President.
- Chair all meetings of the Youth Action Council.
- Lead the Officer's meetings.
- Coordinate the communications strategy.

### **Vice President**

- Be the official representative of the Mayor's Youth Action Council when the President is not available.
- Chair any meetings of the Youth Action Council that the President is not available for.
- Participate in the Officer's meetings.
- Coordinate the communications strategy with the President, and participate in executing the communications strategy.
- Take meeting minutes in the Secretary's absence.
- Create a year end report of all activities completed throughout the year, and submit to the Mayor's Office

### **Secretary**

- Prepare and record the minutes of all Youth Action Council meetings.
- Be responsible for follow-up communications to the Youth Action Council. This includes reminders for monthly meetings (send agendas) and events.
- Participate in the Officer's meetings.
- Participate in executing the communications strategy.

### **Treasurer**

- Establish and keep a record of the Youth Action Council's annual budget.
- Give a report to the Youth Action Council at each meeting.
- Participate in the Officer's meetings.
- Participate in executing the communication strategy.
- Act as the fundraising Chairperson when necessary.

### **Public Relations Coordinator**

- Participate in Officer's meetings.
- Participate in executing the communication strategy.
- Create posters and flyers electronically.
- Create logos as needed.
- Maintain social media platforms used by the MYAC.
- Oversee MYAC email account
- Facilitate community outreach