
Report of the YEE Chairperson Anja Wilken Work year 2013-2014

Dear YEE team and members,

the last year has been full of YEE activities and I am thankful having had the opportunity to contribute a bit to this great network by volunteering in the Board. Although I feel that time passed very quickly and that I am not working for YEE for long, it is already time to look back and reflect on the time since we got elected in July 2013.

First of all I would like to thank the Executive Board and Secretariat for working hard and on a high-quality level. During this year we grew together as a team which made me enjoy working with you a lot.

According to the work plan, I fulfilled almost all that I had planned, which is shown in more detail in the following report:

1. **Coordination of the work of the Executive Board**

- I convened 13 Board Meetings (11 virtual, 2 physical) until now. For each meeting, I collected topics for the agenda and provided all participants (Board and office) with the agenda beforehand.
- Furthermore, I compared the board meetings, which means that I made sure that someone took minutes (we took turns), that we had a time keeper and I led the discussions and tried to involve everyone in discussions or leaving space for questions. There was only one virtual board meeting I could not attend. However, I handed my tasks (setting up the agenda, comparing...) over to the vice-chairperson and commented on the topics set on the agenda before the meeting.
- After every board meeting I proof-read the minutes carefully.
- According to the work plan, I also supported the Board members and helped them, whenever needed by having virtual meetings with each of them individually in the first half year of the mandate and by contacting them via email, too.
- Additionally, I created a positive working atmosphere by acting as a role model concerning friendly tone, constructive feedback, and trying to anticipate problems. I often asked whether anyone needed help, I offered to proof-read documents. During our Board meetings we were patient with each other, had no fights and no one felt excluded or offended. Nevertheless, I could not make every Board member stay involved for volunteering/working for YEE Board.

2. **Coordination of the cooperation between the Executive Board and the Secretariat**

- As we had virtual board meetings regularly and frequently, Board and office updated each other regularly about news, deadlines, projects, campaigns or even problems or difficulties. By checking emails from office often and contributing to discussions, decisions could be made easily in between and thus Board and Secretariat could collaborate well until now.
- Especially at the beginning of our mandate, I often asked for feedback from Board and office to improve the working atmosphere and act according to their needs.

3. **Work groups**

- I could not coordinate a work group for the Annual Meeting (AM), yet, but we have already distributed tasks and will have extra virtual meetings to plan the AM in July.
- At the first half of our mandate, we build a small work group to discuss different means of financing YEE, thinking about merchandising articles and spreading them (for a donation) in a “YEE store”. Furthermore, we had a small work group about video-messages.

4. **External Representation**

- I represented YEE at the General Assembly of the European Environmental Bureau in Brussels in October 2013. Afterwards, I wrote a report and informed Board and office about the results and I wrote an article for the YEE website.

5. **Overview**

- I collected the work plans of the Board, proof-read them and sent them to the office so that they could be uploaded to the YEE website. During our physical board meeting in January 2014 in Prague we briefly checked the points from the work plans that had already been implemented. The second check happened in June with regard to the Internal Audit.
- However, I have neither provided an overview of nor controlled the implementation of the YEE Work Plan and projects contained in it, yet.

6. **Publications**

- I wrote an article for the YEE website and contributed photos for our facebook page (e.g. Right to be(e) campaign).
- By planning, coordinating and recording two video-messages, I fulfilled my aim to make the board more visible and real to the Member Organizations. However, only one video-message had been published by now.

7. **Other activities**

- I controlled the work of the office by checking office meeting minutes and work hours regularly.
- I had two appraisal interviews with Secretary General and Main Coordinator during the year to check how work in the office is going. Afterwards, I provided summarizing reports for the board.

All in all, the year was an inspiring one and I have developed my teamwork- and leading-skills. The working atmosphere was very nice and supportive, Board and office did a good job in this business year and I am grateful that the Board members were engaged and spent so much time for YEE work. Thank you for this amazing opportunity. The last year has been challenging and educating me a lot!

Anja Wilken, Hamburg (Germany), July 12, 2014