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**Work Plan of Chairperson of Youth and Environment Europe  
2019-2020  
Tiarnan O'Doherty**

**Coordination of the work of the executive board**

- Cooperate with board to ensure virtual board meetings occur regularly, proofread agenda and minutes. Offer assistance should anybody require it.
- Collaborate with board members to successfully create a work plan that they can follow for the rest of their mandate.
- Review, monitor and support the progress of all the board members work plans.
- Support board members through regular contact, and assist when necessary
- Liaise between board and office in order to improve communication and create a productive working environment
- Communicate regularly with the secretariat and give assistance if required to prevent any adverse situations occurring
- Proofread the minutes from all YEE statutory meetings (Annual meetings, Physical board meetings)

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

- Cultivate a positive working relationship between board members and members of the secretariat, engaging with everybody in order to successfully implement the YEE work plan and that of the boards work plans.
- Assist with Secretariat when necessary to alleviate any extra pressure with the support of the executive board.
- Help create an atmosphere that everybody feels like they are contributing and receiving the support they need.
- Engage with European Solidarity Corps (ESC) and support them during their time in YEE to feel engaged with board members

**Representation**

- Represent YEE at external events should the occasion arise that an allocation has been made available and other members of the board cannot attend.

**YEE events**

- Attend YEE activities, as my capacities allow me to do and offer support to those that are preparing for the event.
- Attend the follow up evaluation meeting to Create Your Grassroots (CYG)

**Build on the past and ensure its future**

- Be an active member of the fundraising group, secure funding from present contributors and explore other possible income streams.
- Participate in the process of reforming YEE statutes, policies and procedures in order to create a friendlier youth organisation that reflects the YEE members of today.
- Continue in the gender working group to foster a more inclusive organization.