
**Work Plan of the Member Organisations Officer of
Youth and Environment Europe
2019-2020
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Communication with MOs

- Inform MOs whose membership was reviewed at the Annual Meeting about the decision.
- Informing new MOs of the YEE network about their opportunities, responsibilities and rights in YEE by providing them with the corresponding excerpts from the Statutes, Rules of Procedure and Policies.
- Informing MOs that YEE board is starting to work on Statutes review.
- Contact MOs from the potential MOs list about joining the network as new members.
- Make virtual (regional) meetings with MOs to get know more about MOs and give more information about YEE.
- Contact MOs every 3 months about our possibilities and opportunities, their ongoing projects, potential ways to collaborate.
- Coordinate the application, admission, review and dismissal of memberships by collecting the required documents and information and revising the fulfillment of the membership criteria.
- Communicate with MOs whose membership will be reviewed at next Annual Meeting and inform them about the result of review.

MOs database & documents

- Update the Member Organisation database (after and before Annual Meeting, during payment period).
- Prepare Annual Membership report (before Annual Meeting)

Cooperation with other Board members

- Together with all board members (especially with External Relations officer) update the database of NGOs-potential members of YEE.
- Create materials to promote YEE membership together with the Promo and Publication officer.
- Contribute to YEE social media by reposting the news and tagging YEE in appropriate posts.
- Stay in contact with Board Members and Secretariat regularly via email and Skype.

YEE events

- Attend YEE activities, as my capacities allow me to do.
- Try to make a local action for Grassroots project during International Forum of friends of protected areas in September

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.
- Try to design a raft project “How to keep all Member organisations in touch in YEE Network” ★