
Work Plan of Treasurer of Youth and Environment Europe
2019-2020
Daniela Para

1. Help the Secretariat to organise fundraising:

- Continue being active and leading the fundraising working group, in order to secure funding from present contributors and explore other possible income streams.
- Draft proposals for administrative funders together with the Secretary General.

2. Monitor the Annual Budget:

- Be aware about general costs and income of YEE.
- Prepare the financial reports and the budget for the next year.

3. Assist YEE's board and secretariat:

- Be in constant contact with YEE's board and secretariat.
- Assist the secretariat when necessary to alleviate any extra pressure.
- Participate in the process of reforming YEE statutes, policies and procedures.
- Actively participate in YEE's social media channels to increase its visibility.
- Be active during the virtual and physical board meetings.
- Take part in the decision-making processes.
- Offer help and support to the Chairperson, and replace them if the circumstances prevent them from fulfilling the duties.

4. YEE events:

- Attend YEE activities, as my capacities allow me to do, and offer support to those who are involved in the preparation of the event.
- Represent YEE at external events, if the occasion arises and other board members are not available.