

**Work Plan of the Member Organisations Officer of
Youth and Environment Europe**

2020-2021

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1. Improving the approach of communicating with MOs

- Inform MOs on their membership state and decisions that will be undertaken by respective decision-making bodies of YEE (General Assembly and YEE Executive Board) based on the Statutes, Rules of Procedure and Policies.
- In cooperation with Secretariat members and fellow board members continuous opportunities for projects, trainings and external events will be communicated.
- Coordinate the communications between Secretariat and Member Organisations by keeping a pre-planned schedule.
- Updating the current data-base of Member Organisations in order to check and improve the effectiveness of communications.
- Organise virtual regional meetings with MOs to get know more about MOs and provide updates on YEE.

2. New MOs

- Build an internal strategy and cooperate with YEE Advocacy Working Group in identifying potential youth-led environmental NGOs to join the network.
- Create an invitation-package equipped with information about YEE in order to be used in the communication with organisations that will be targeted to join the network.
- Update, enrich and re-structure the section on YEE membership benefits with information where YEE's scope of work is better reflected.
- Exchange experiences with other youth-led network and other umbrella organisations in the engagement of members.
- Facilitate the application, admission, review and dismissal of memberships by collecting the required documents and information and revising the fulfillment of the membership criteria.

3. Cooperation with YEE Executive Board, Secretariat and Advocacy Working Group

- Being active in the decision-making process of the organisation.
- Support Board, Secretariat and Advocacy Working Group on their tasks, as my availability allow me to do

- Contribute to YEE Communication work

4. 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

5. Build on the past and ensure its future

- Reforming an advisory group for the network and establish it before AM 2021.
- Be an active member of the fundraising group, secure funding from present contributors and explore other possible income streams.