

Work Plan of Chairperson of Youth and Environment Europe

2020-2021

Daniela Para

Coordinate the work of the Executive Board

- Cooperate with the board to ensure virtual board meetings occur regularly, proofread agenda and minutes. Offer assistance if anybody requires it
- Prepare the board rotation table and update it regularly
- Collaborate with board members to successfully create a work plan that they can follow for the rest of the mandate
- Review, monitor and support the progress of all board members work plans
- Support board members through regular contact, and assist when necessary
- Coordinates and proofreads board reports

Coordinate the cooperation between the Executive Board and Secretariat

- Cultivate a positive working relationship between board members and the secretariat, engaging with everybody in order to successfully implement the YEE work plan
- Liaise between the board and secretariat in order to improve communication and create a productive working environment
- Have regular check-up meeting with the members of the secretariat together with the Vice-chairperson
- Assist the secretariat when necessary to alleviate any extra pressure
- Engage with European Solidarity Corps (ESC) and support them during their time in YEE

Support the activities of the Executive Board and Secretariat

- Sign all the necessary documents as the legal representative
- Proofread the minutes from all YEE statutory meetings
- Attend YEE activities, as the capacities allow, and offer support to those who are preparing the event
- Actively participate in the decision-making processes
- Continue working on reforming YEE's documents, policies and rules of procedure
- Actively engage with the YEE's social media channels to increase the visibility
- Represent YEE at external events if the occasion arises