

# **Work Plan of Chairperson of Youth and Environment Europe 2021-2022 Orkhan Bayramov**

## **Forming an Advisory Board**

- Forming an Advisory Board from former Board members of YEE
- Advisory Board will have the role to give advices to new board and transfer the knowledge
- Selection of members of Advisory Board
- Coordination of meetings between Advisory Board and Executive Board + Secretariat

## **Coordination the work of Executive Board**

- Ensure the Virtual Board Meetings occur regularly, proofread agenda and minutes. Offer assistance if anybody requires it
- Prepare the rotation table for the meetings and update it regularly
- Collaborate with the board members and assist them to achieve their work plan
- Review, monitor and support the progress of all board members' work plans

## **Coordinate the cooperation between Executive Board and Secretariat**

- Cultivate a positive working relationship between Executive Board and Secretariat
- Liaise between the board and secretariat in order to improve communication and create a productive working environment
- Hold regular check-in meetings with the members of Secretariat together with Board members
- Assist the Secretariat when necessary to alleviate any extra pressure

## **Support the activities of the Executive Board and Secretariat**

- Support Project officer with project ideas and implementation
- Attend YEE activities and meetings and offer support if necessary
- Represent YEE in the events and projects
- Actively participate in decision-making process
- Continue working on reforming YEE's documents, policies and rules of procedure