

Work Plan of Treasurer of Youth and Environment Europe 2021-2022 Naïs Ohayon-Louisor

Fundraising

- Do prospect research for new donors
- Contact new donors and establish first connection
- Work out agreements
- Entertain the relationship with existing donors (through calls, regular catch-ups, etc.)
- Ensure that the fundraising database is regularly updated

Collecting MOs annual fees

- Make a google form for MOs to fill up informing us of their annual contribution
- Send emails to MOs with a deadline to send us their information
- Make and bills to MOs
- Keep track of who has responded and sent the fees

Cross-cutting tasks

- Participate in meetings to brainstorm on new projects
- Participate in meetings with advisory board members
- Brainstorm on strategy (e.g. theory of change)
- Actively participate in the board's decision-making process
- Represent YEE at COP26
- Actively participate in The Good Lobby's Climate Incubator