



Board member policy

All Board Member issues are primarily regulated in Article 6 of the YEE Statutes and part D of the YEE Rules of Procedure.

Rights And Responsibilities

A. All Board Members:

A.1. Shall be well informed about the content of the official documents of YEE such as the Statutes, Rules of Procedure, Policies and Guidelines, shall comply with them and keep them updated.

A.2. Shall develop a personal work plan to be sent to the Secretariat and all Member Organisations during the first month after their election.

A.3. Shall promote and represent YEE.

A.4. Shall collaborate closely with the other Board Members and the Secretariat.

A.5. Shall attend and actively participate in all Board Meetings unless serious reasons prevent their participation; in this case, a written explanation shall be given as soon as the person knows about these reasons.

A.6. Shall alternate in taking minutes during the Board Meetings and in editing them.

A.7. Shall report back monthly to the Executive Board and the Secretariat regarding their work based on the personal work plan and on the current matters of the network. A.8. Shall follow the official deadlines of YEE specified in the YEE Statutes and Rules of Procedure.

A.9. Shall coordinate work between all members of the Board, divide tasks and set and follow deadlines for completing them.



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Vinohradská 2165/48, 120 00, Praha 2 | Czech Republic | IN: 68379684 | www.yeenet.eu | yee@yeenet.eu | @yeenetwork

- A.10. Shall present a written report at the Annual Meeting concerning their work in order to be cleared off their duties by the General Assembly.
- A.11. Shall have the right to receive an official confirmation of their term of mandate issued by the Secretary General including a detailed description of the tasks completed during that time.
- A.12. Shall transfer their knowledge and experience to the following Board at the end of their mandate.
- A.13. Shall always act in their function as an unbiased representative of the Network; In case of any conflict of interest, either involving Secretariat, Executive Board or Member Organisations, respectively, Board Members shall remain objective and proceed in a rightful way for all parties involved.
- A.14. Shall be responsive to emails and communicate regularly with the staff. A.15. Shall ideally help the coordination of working groups to engage our Member's organisations volunteers and support their work.

Specific Functions and Responsibilities for Each Board Member

B. Chairperson

- B.1. Shall ideally have already been involved in YEE.
- B.2. Shall be the legal representative, next to the Secretary General, of the Network and therefore sign official documents, including, among others, the contract of the Secretary General.
- B.3. Shall coordinate the work among the Executive Board and the Secretariat.
- B.4. Shall maintain an overview of all ongoing matters concerning YEE (Board and Secretariat) and implementation of the work plans of all Board Members.
- B.5. Shall ensure that the draft agendas are prepared on a rotated basis for Virtual Board Meetings and forward them to the Secretariat; in case of Physical Board Meetings, prepare the draft agenda 10 days before and forward them to the Board, Secretariat and the Member Organisations, and re-circulate them in both cases, if amendments have been proposed.

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B.6. Shall convene Physical Board Meetings and inform the Member Organisations about them at least 14 days before the meeting through the newsletter.

B.7. Shall monitor the implementation of the YEE Work Plan approved by the General Assembly at the Annual Meeting.

B.8. Shall ensure that the minutes taken during the Board Meetings and Annual Meeting are published on the website.

B.9. Shall coordinate the creation of the Annual Report, collecting the corresponding parts from the Board Members, and proofread the report.

B.10. Shall conduct every six months, if possible with the Board, an appraisal interview with the members of the Secretariat.

B.11 Shall coordinate and proofread Board Reports.

C. Vice-Chairperson

C.1. Shall replace the Chairperson and take on his/her responsibilities and tasks, if needed.

D. Treasurer

D.1. Shall ideally have an economic background and experience in fundraising.

D.2. Shall, next to the Secretary General, be the main contact person for funders.

D.3. Shall maintain the overview over YEE's financial situation by reviewing the YEE bank account (state of the account, transactions, cash flow) and monitor the budget approved by the General Assembly at the Annual Meeting; shall report to the Executive Board in case of major changes.

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D.4. Shall be aware of information sessions organised by funders and shall ensure that YEE is represented in them.

D.5. Shall support the Secretary General in finding new ways of fundraising. D.6.

Shall cooperate closely with the Secretary General in the creation of the budget and the financial part of the Annual Report by collecting relevant information from the Member Organisations, the project teams and the Board Members and present both to the Executive Board and General Assembly for approval.

E. Board Member on Education

E.1. Shall ideally have experience in project management.

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E.2. Shall collect regular updates about all the projects in the Work Plan and ensure that project teams adhere to the set objectives and YEE Policies.

E.3. Shall work closely with the Project Manager on the annual work plan of YEE and be in regular communication with the Project team of YEE. .

E.4. Shall collect the needed information about projects for the Annual Report from project coordinators.

E.5. Shall offer assistance to project teams in project management. implementation of activities aimed at increasing staff and organisational capacity in the field of project management and non-formal education.

E.6. Shall cooperate closely with the Member Organisation Officer in finding links between the Member Organisations and encourage them to create projects together.

F. Board Member on Membership

F.1 Shall have adequate communication skills.

F.2. Shall maintain contact with the Member Organisations.

F.3. Shall inform Member Organisations and their delegates about their opportunities, responsibilities and rights in YEE by providing them with the corresponding excerpts from the Statutes, Rules of Procedure and Policies.

F.4. Shall deal with and coordinate the application, admission, review and dismissal of memberships by collecting the required documents and information and revising the fulfillment of the membership criteria.

F.5. Shall prepare a report on the application, admission, review and dismissal of membership to be sent to the Executive Board and to the Member Organisations.

F.6 Shall actively search for and initiate contact with potential Member Organisations.

F.7. Shall seek to involve current and potential Member Organisations in YEE activities.

F.8. Shall update the Member Organisation database in collaboration with the Secretariat. F.9. Shall initiate contacts among the Member Organisations and help to strengthen the cooperation among the Member Organisations and within YEE by collecting information about the Member Organisations' activities and linking those of common interest.

G. Board Member on Communication

G.1. Shall ideally have knowledge in the field of promotion, communication and

digital media.

G.2. Shall help coordinate work on promotional materials and activities keeping the brand of YEE in consideration in all designs.

G.3. Shall use and search for diverse means of promoting YEE e.g. by sending articles to relevant websites, community groups and social media pages and managing social media campaigns.

G.4. Shall help the Secretariat keep the website updated.

G.5. Shall help the Secretariat and project teams in creating YEE publications. G.6 Shall promote the activities of the Member Organisations.

G.7. Shall monitor and update social media platforms and statistics.

G.8. Shall update the “Promotions contact list”.

G.9. Shall proofread promotional materials and publications.

G.10. Shall promote existing publications, films and materials.

G.11. Shall help coordinate the promotion of YEE campaigns.

H. Board Member on Advocacy

H.1. Shall have adequate communication and presentation skills and ideally have time available to travel in order to represent YEE.

H.2. Shall be the main contact person for organisations YEE is a member of and other external organisations.

H.3. Shall research and apply for participation in relevant external events.

H.4. Shall if necessary coordinate a team of volunteers to help organise YEE's representation and external positions.

H.5. Shall support and prepare other delegates attending external events

H.6 Shall prepare reports from events and shall ensure that YEE representatives prepare reports from external activities they participated in.

H.7. Shall foster the cooperation between YEE and other external organisations by linking activities of common interest.

H.8. Shall act as mediator between YEE and external organisations.

H.9. If a former External Relations Officer has an elected mandate in another organisation, coalition or informal network on the behalf of YEE, their work is under the coordination of the current elected External Relations Officer.

H.10. Depending on the approval of the board, active volunteers from the member organisations can run for position on the behalf of YEE. In this case, their work is under the coordination of the current elected External Relations Officer.