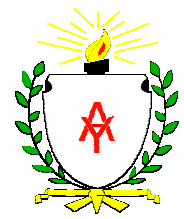




## ***Allied Youth NL Provincial Executive Roles & Responsibilities***



### **PROVINCIAL PRESIDENT**

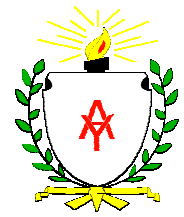
- Acts as the core figure in planning the annual Provincial Conference and Leadership Kick Off Weekend
- Assists in organizing and coordinating the annual Leadership Training Weekend with the Provincial Vice President
- Chairs all Provincial Executive Meetings
  - Develops an agenda for meetings in conjunction with the Provincial Coordinator
  - Writes and forwards the minutes of the meeting to all Executive Members
  - Develops a year plan with the executive to help guide other members through their responsibilities.
- Develops task lists and delegates responsibilities to other executive members. Conducts follow up to ensure duties are being completed
- Works closely with all Provincial Executive members to analyze feedback from all Youth Directors. Shares information as appropriate and works to find ways Provincial AY can assist at a post level
- Attends seminars, conferences or meetings, when requested to represent and speak about AY
- Acts in the role of Youth Representative on the Allied Youth NL Board of Directors as a non-voting member and brings forward the concerns and ideas of the youth membership
- Attends general and executive meetings of AY Post, where individual is registered, on a regular basis

### **During Provincial Conference, candidates for this position will:**

- Present a speech, no longer than three minutes in length, to conference delegates *The speech should provide information about yourself and your involvement in AY. It should also include ideas and suggestions you have for the upcoming AY year and how you can help AY on a Provincial level.*
- Be interviewed by their peers and advisors
- Participate in hot seat questions
- Deliver a campaign which positively promotes themselves to others



## **Allied Youth NL Provincial Executive Roles & Responsibilities**



### **PROVINCIAL VICE PRESIDENT**

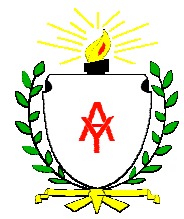
- Assists the Provincial President in leading the planning of the annual Provincial Conference and Leadership Kick Off Weekend
- Coordinates all activities of Provincial AY Week in conjunction with Provincial Executive members
- Assists in organizing and coordinating the annual Leadership Training Weekend including the development of materials and sessions for the event
- Provides guidance and expertise to posts needing feedback and/or support regarding any issues, concerns or general practices
- Works closely with all Provincial Executive members to analyze feedback from all Youth Directors. Shares information as appropriate and works to find ways Provincial AY can assist at a post level
- Organizes and coordinates the AY clothing order throughout the year
- Organizes and chairs a monthly conference call with all Post Presidents and ensures each conference call has a training component
- Attends general and executive meetings of AY Post, where individual is registered, on a regular basis

### **During Provincial Conference, candidates for this position will:**

- Present a speech, no longer than three minutes in length, to conference delegates *The speech should provide information about yourself and your involvement in AY. It should also include ideas and suggestions you have for the upcoming AY year and how you can help AY on a Provincial level.*
- Be interviewed by their peers and advisors
- Participate in hot seat questions
- Deliver a campaign which positively promotes themselves to others



## **Allied Youth NL Provincial Executive Roles & Responsibilities**



### **YOUTH DIRECTOR**

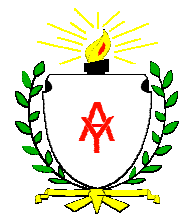
- Attends all Provincial Executive meetings and assists in the planning of all activities: Provincial Conference, Leadership Kick-Off Weekend, & AY Week.
- Attends seminars, conferences or meetings, when requested to represent and speak about AY
- Responsible for two major roles throughout the AY year. The list of major roles include: Education Sessions/Youth Issues, School/Community Involvement, Fundraising, Communications, Recruitment, Fun Ambassador, Feedback and Sponsorship. You will submit your top three preferences and will be assigned two major roles, but not necessarily those preferred. The Programming Committee will assign roles after the positions have been elected and will choose the person they feel would be best suited for each director position. *\*\* Details of the major roles are included in this document.*
- Seeks opportunities and provides presentations or other types of promotion in an effort to create new posts/recruit new members within an assigned region, if required.
- Conducts on-site visits to AY Posts within an assigned region as required
- Attends general and executive meetings of AY Post, where individual is registered, on a regular basis

### **During Provincial Conference, candidates for this position will:**

- Present a speech, no longer than three minutes in length, to conference delegates *The speech should provide information about yourself and your involvement in AY. In addition to introducing yourself as a candidate, individuals for this position are encouraged to choose their top three choices from the list of roles as they see they would be best suited. In your speech, discuss how you would be best suited for this roles. Also, choose one of the roles that may be a challenge to you and discuss how you would work to overcome the challenge if you were assigned that particular role. It may also include ideas and suggestions you have for the upcoming AY year and how you can help AY on a Provincial level.*
- Be interviewed by their peers and advisors
- Participate in hot seat questions
- Deliver a campaign which positively promotes themselves to others



## ***Allied Youth NL Provincial Executive Roles & Responsibilities***



### **YOUTH DIRECTOR MAJOR ROLES**

(Each Youth Director will be assigned TWO major roles)

#### **Education Sessions / Youth Issues**

- Director in charge of preparing and providing suggestions for 1 monthly Education Session to all posts.
- Director will consult with Provincial Coordinator and Provincial Executive to research, contact and book potential speakers for conferences/Provincial events etc.
- Director will be required to review the Sessions portion of the monthly reports and discuss any concerns with Provincial President and Vice President.
- Director will be asked to determine a Youth issue of the month for general programming.
- He/she will be responsible providing posts with outlets and information on selected issue to discuss placement of issue in sessions.
- Director will also be responsible for finding materials to place on website and Facebook/Twitter that both members and non-members can use.
- He/she will also seek find government/non-profit outlets that would be great partnership opportunities for each monthly issue.

#### **School/Community Involvement**

- Director in charge of providing suggestions of 1 community involvement idea and one school involvement idea, monthly to all posts.
- Director will consult with Provincial Executive and Provincial Coordinator to organize community involvement sessions for regional and provincial events.
- Director will also be required to seek opportunities to partner with regional/provincial organizations to perform community involvement activities and find volunteer opportunities.

#### **Fundraising**

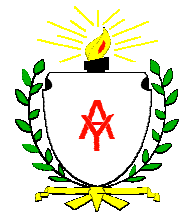
- Director in charge of developing and providing 1 fundraising idea, monthly, to all posts.
- Director will be responsible to review Fundraising section of monthly reports and compile a list of all potential fundraisers to be shared between posts. He/she will assist posts with necessary aspects of fundraising.
- Also, he/she would be responsible to follow up with posts to gather the details and outcome of the fundraiser.
- Director will be responsible for developing or helping to develop at least 1 Provincial fundraiser per year in consultation with the Provincial Executive and Provincial Coordinator.

#### **Communications**

- Director will responsible for performing half of the monthly calls to post presidents to gather information to complete the monthly reports.
- He/she will then forward information to youth director responsible for Feedback.
- Director will be responsible for compiling and editing bi-monthly newsletters, and compiling photos and interviews for materials for website.
- Also, he/she will be responsible for Facebook and Twitter updates about Provincial and regional events and any necessary information provided by the Provincial President.
- Communications Director will work in consultation with the Provincial Executive and Provincial Coordinator.



## ***Allied Youth NL Provincial Executive Roles & Responsibilities***



### **Recruitment**

- Director will be responsible for creating and rolling out at least two membership drives per year in conjunction with the Provincial Executive and Provincial Coordinator.
- Also, he/she will be responsible for promoting AY where possible to non-members, and determine and suggest recruitment practices to posts.
- Director will work with the Board Director of communications to help develop AY information sessions and demonstrations to be used in schools and communities.

### **Fun Ambassador**

- Director will provide posts with at least 1 unique social idea per month. Also, he/she will be responsible for planning, developing and delegation of social activities for regional and Provincial events in collaboration with the Provincial Executive and Provincial Coordinator.
- Furthermore, he/she will develop 'fun sections' (puzzles, jokes etc.) for bi-monthly newsletter and website, and find appropriate links for Facebook/Twitter.

### **Feedback**

- Director will be responsible for performing half of the monthly calls to post presidents to gather information to complete the monthly report.
- Director will obtain information from all monthly reports into one document to be forwarded appropriately.
- He/she will also gain feedback from posts about programming and needs. He/she will develop, perform and analyze a quarterly survey of member's opinions through varying sources. Director will work with and share findings with the Provincial Executive and Provincial Coordinator.

### **Sponsorship**

- Director will be responsible for creating donation letters for sponsors for post, regional and provincial events in conjunction with the Provincial Coordinator.
- He/she will also be required to solicit items for registration kits and donations for any required materials for Provincial events.
- Director will also be responsible for sending thank-you letters and making calls to donors.