

# MYAC Executive Council

## Job Descriptions

The **Mayor's Youth Advisory Council (MYAC)** is a teen organization that helps Meridian's Mayor and the City of Meridian establish an agenda for our community's youth. MYAC members are involved in countless community projects and events. MYAC meets with the Mayor and other advisors twice a month to discuss issues and ideas of interest to the youth of Meridian.

Membership on the Mayor's Youth Advisory Council is open to all high school students in the 9<sup>th</sup> through 12<sup>th</sup> grades who either live in Meridian or attend a school in Meridian.

The youth council is led by a student leadership board of peer-elected MYAC members known as the **MYAC Executive Council**. The MYAC Executive Council meets a minimum of twice a month to discuss the planning and execution of upcoming MYAC meetings, events, and projects.

Below are the job descriptions for all of the MYAC Executive Council members.

### Chair

- Set agenda for both General and Executive Council meetings.
  - Email agenda to the Mayor and MYAC Lead Advisor by the Thursday before every meeting.
- Preside over and conduct the General and Executive Council meetings.
- Facilitate run-throughs of General Meetings beforehand with the Executive Council.
- Facilitate an ease of transfer between incoming and outgoing Executive Council.
- Attend and contribute to as many additional meetings as possible (minimum 75%).
- Attend and contribute to as many MYAC events as possible (minimum 75%).
- Consistently apply excellent communication skills with all involved members of MYAC.
- Communicate tasks and delegate authority to Vice Chair and/or any Executive Council or MYAC member.
- Communicate all operations of MYAC with the MYAC Lead Advisor.
- Send reminders to Executive Council about pertinent information in coordination with Vice Chair.
- Create a positive environment within MYAC as well as the City of Meridian at all times.
- Demonstrate proficiency with email etiquette, computers, and Google Drive.
- Time commitment: 5 hours a week on average outside of regular MYAC meetings and events.
- Required: Applicants must have prior leadership experience in a position on MYAC Executive Council.

## Vice Chair

- Prepare PPT's for all General MYAC meetings.
  - Email PowerPoint to the Advisors and all Executive Council members as delegated by the Chair by the Thursday before every General MYAC meeting.
- Attend all General and Executive Council Meetings.
- In the absence of the chair, facilitate meetings and run-throughs of General meetings.
- Communicate and work with Chair on all MYAC activities, and take action as delegated by the Chair.
- Send reminders to Executive Council about pertinent information in coordination with Chair.
- Work closely with Lead Advisor on Executive Council team building events.
- Attend and contribute to all additional meetings as possible (minimum 75%).
- Attend and contribute to all MYAC events as possible (minimum 75%).
- Consistently apply excellent communication skills with all involved members of MYAC.
- Demonstrate proficiency with email etiquette, computers, and Google Drive.
- Create a positive environment within MYAC as well as the City of Meridian at all times.
- Time commitment: 5 hours a week on average outside of regular MYAC meetings and events.
- Recommended: Applicants have prior leadership experience.

## Government Affairs Chair

- Attend and contribute to as many General Council Meetings as possible (minimum 75%).
- Attend and contribute to as many MYAC events as possible (minimum 75%).
- In the event of absence, coordinate with Chair & Advisors on dissemination of responsibilities.
- Communicate with Chair & Advisors regarding legislative ideas and efforts.
- Communicate & work with Chair to help lead conversation and efforts for MYAC legislation.
- Consistently apply excellent communication skills with all involved members of MYAC.
- Demonstrate proficiency with email etiquette, computers, and Google Drive.
- Create a positive environment within MYAC as well as the City of Meridian at all times.
- Time commitment: 2 to 3 hours a week on average outside of regular MYAC meetings and events.
- Recommended: Ability to demonstrate strong communication, listening, and writing skills.

## Government Affairs Vice Chair

- Attend and contribute to as many General Council Meetings as possible (minimum 75%).
- Attend and contribute to as many MYAC events as possible (minimum 75%).
- In the event of absence, coordinate with GA Chair & Advisors on dissemination of responsibilities.
- Communicate with GA Chair & Advisors regarding legislative ideas and efforts.
- Communicate & work with GA Chair to help lead conversation and efforts for MYAC legislation.
- Consistently apply excellent communication skills with all involved members of MYAC.
- Demonstrate proficiency with email etiquette, computers, and Google Drive.
- Create a positive environment within MYAC as well as the City of Meridian at all times.
- Time commitment: 2 to 3 hours a week on average outside of regular MYAC meetings and events.
- Recommended: Ability to demonstrate strong communication, listening, and writing skills.

## Community Service Chair

- Attend and contribute to as many General Council Meetings as possible (minimum 75%).
- Attend and contribute to as many MYAC events as possible (minimum 75%).
- In the event of absence, coordinate with Chair & Advisors on dissemination of responsibilities.
- Communicate with Chair & Advisors regarding fundraising ideas.
- Will work with Social Coordinator for volunteer events that require fundraising.
- Communicate & work with Chair to help lead conversation and efforts for MYAC goals.
- Communicate & work with Chair & Lead Advisor to work with community partners for volunteer efforts and projects.
- Consistently apply excellent communication skills with all involved members of MYAC.
- Demonstrate proficiency with email etiquette, computers, and Google Drive.
- Create a positive environment within MYAC as well as the City of Meridian at all times.
- Time commitment: 2 to 3 hours a week on average outside of regular MYAC meetings and events.
- Recommended: Ability to demonstrate strong communication, listening, and writing skills.

## Community Service Vice Chair

- Attend and contribute to as many General Council Meetings as possible (minimum 75%).
- Attend and contribute to as many MYAC events as possible (minimum 75%).
- In the event of absence, coordinate with Chair & Advisors on dissemination of responsibilities.
- Communicate with Chair & Advisors regarding fundraising ideas.
- Will work with Community Service Chair for volunteer events that require fundraising
- Communicate & work with Chair to help lead conversation and efforts for MYAC goals
- Consistently apply excellent communication skills with all involved members of MYAC.
- Demonstrate proficiency with email etiquette, computers, and Google Drive.
- Create a positive environment within MYAC as well as the City of Meridian at all times.
- Time commitment: 2 to 3 hours a week on average outside of regular MYAC meetings and events.
- Recommended: Ability to demonstrate strong communication, listening, and writing skills.

## Communications Coordinator

- Attend all General and Executive Council meeting and take explicit and detailed minutes.
  - Email all minutes out to the Mayor, all the Advisors and all Executive Council members within 48 hours of the meeting.
- In the event of an absence, appoint or delegate another Executive Council member to take and distribute minutes.
- Take attendance at all meetings.
- Develop and publish content for social media platforms.
- Craft and send messages to the General MYAC.
  - Messages for email updates.
  - Messages for Remind announcements.
  - Messages within comments of all social media platforms.
- Delegate within subcommittees for members to take pictures of all meetings and events.
- Responsible for ensuring all members are contacted 24 hours prior to a regular meeting.
- Attend and contribute to as many General Council meetings as possible (minimum 75%).
- Attend and contribute to as many MYAC events as possible (minimum 75%).
- Consistently apply excellent communication skills with all involved members of MYAC.
- Demonstrate proficiency with email etiquette, computers, and Google Drive.
- Create a positive environment within MYAC as well as the City of Meridian at all times.
- Design and prepare end of the year 'book' or report summarizing activities and accomplishments of MYAC along with pictures.
- Time commitment: 2 to 3 hours a week on average outside of regular MYAC meetings and events
- Recommended: Proficiency with social media, basic grammar, and spelling. Ability to demonstrate strong communication, listening, and writing skills.

## Social Coordinator

- Coordinate and plan ice breakers General Council meetings (submit plan to Lead Advisor one week in advance)
  - Recruit and lead a team of welcomers at the entrance to Meridian City Hall.
  - Facilitate provided snacks with help of advisors.
- Works closely with Vice Chair on Executive Council team building (monthly) events.
- Works with Advisors & Executive Council to coordinate Volunteer events.
- Responsible for helping to implement team-building activities with Advisors & Executive Council.
- Focus on making everyone feel included and welcomed.
- Coordinate plans for pay-on-your own dinners after the meetings.
- Attend and contribute to as many General Council meetings as possible (minimum 75%).
- Attend and contribute to as many MYAC events as possible (minimum 75%).
- Demonstrate proficiency with email etiquette, computers, and Google Drive.
- Create a positive environment within MYAC as well as the City of Meridian at all times.