



Mayor's Youth Council Officer Position Descriptions

Officer term is one year: September- August. Officers are elected at the first council meeting.

President

The President shall:

- Be the official representative of the Youth Council.
- Provide direction with assistance from the Mayor and Advisory Committee.
- Chair all meetings of the Youth Council.
- Lead the Officer's meetings.
- Coordinate the communications strategy.

Secretary

The Secretary shall:

- Prepare and record the minutes of all Youth Council meetings and submit them to the Mayor's office after each meeting.
- Prepare meeting agendas with assistance from the Mayor and Advisory Committee.
- Be responsible for follow-up communications to the Youth Council. This includes reminders for monthly meetings and events.
- Participate in the Officer's meetings.
- Participate in executing the communications strategy.

Treasurer

The Treasurer shall:

- Establish and keep a record of the Youth Council's annual budget.
- Give a report to the Youth Council when requested.
- Participate in the Officer's meetings.
- Participate in executing the communication strategy.