

All Secretariat issues are primarily regulated in Article 7 of the YEE Statutes and part E of the YEE Rules of Procedure, as well as in the working contracts and job descriptions of each employee.

All employees of the YEE Secretariat

1. are to be under 35 (not included) years of age during the time of employment
2. shall be well informed about the content of and the compliance with the official documents of YEE such as the Statutes, Rules of Procedure, Policies and Guidelines.
3. shall work under the direction of and follow the objectives and rules set by the Executive Board
4. shall collaborate closely with the Board Members and the other employees of the Secretariat
5. shall make the logistic arrangements prior to and during the Board Meetings
6. shall attend and actively participate in all physical Board Meetings unless serious reasons prevent their participation; in this case written explanation shall be given as soon as the person has got to know about these reasons
7. shall develop a personal working plan/calendar during the first month after the Annual Meeting to be sent to the Executive Board and all MOs
8. shall set internal deadlines for the completion of tasks and adhere to them shall send outlooks and reports regarding their work based on the personal working plan and on the current matters to the Executive Board monthly
9. shall keep track of the hours worked over-time and provide the Board with an overview including reasons at the end of each month
10. shall inform the Executive Board well in advance of when they would like to go on holiday
11. shall promote and represent YEE
12. shall have the responsibility to keep the webpage updated
13. shall present a written report concerning their work at the Annual Meeting to be approved by the General Assembly
14. shall participate in appraisal interviews with the Chairperson biannually
15. are accountable for their acts towards the Executive Board and the General Assembly at the Annual Meeting and can be dismissed by any of them
16. shall ensure the provision of transparent information and documentation of the Federation;
17. shall take on further duties necessary for the implementation of the work plan

The Secretariat shall forward the Minutes of the Annual Meeting to the member organizations within 30 days after the end of the same.

The Secretary General

1. is the legal representative of YEE and therefore the principal contact person for bank, funders, insurance. He/She is empowered to do legal activities appointed in the work contract in the name of YEE. The SG is empowered to do other legal activities in the name of YEE only with approval of the Board.
2. shall be fluent in the English and national language of the country in which the office is situated
3. shall cooperate closely with the Treasurer in the creation of the budget and the financial part of the Annual Report
4. shall find new ways of fundraising

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5. shall issue and sign the official confirmation of the term of office for Executive Board Members including a detailed description of the tasks completed during that time
 6. is given the responsibility for other staff members recruitment, guidance, development and evaluation, but with the approval of the Board
 7. has to make sure that the report of the external auditor is translated into English by official translator