
Chairperson - Elen Karapetian
Work Plan of the Chairperson of Youth and Environment Europe
2018/2019

1. Coordination of the work of the Executive Board (EB)
 - Convene at least one Board Meeting per month, prepare the agenda, facilitate it and proofread minutes;
 - Collect and review Work Plans, monitor their implementation during the year of mandate (at least twice);
 - Support Board Members by staying in contact regularly via email and skype and help keeping Board and Secretariat together;
 - Create and uphold a positive working atmosphere, ask for wishes, listen to needs;
 - Proofread the minutes from all YEE statutory meetings (Annual Meeting and Physical Board Meetings);
 - Reflect on the year and work of Board members' including the Internal Auditor's report.

2. Coordination of the cooperation between the Executive Board and the Secretariat
 - Foster regular and fruitful collaboration between Board Members and members of the Secretariat in terms of implementation of the YEE Work Plan and Board members' work plans;
 - Foster and contribute to the implementation and following of the YEE Work Plan 2017/2018 and the YEE Strategic Plan 2017-2019 by monitoring the process;
 - Coordinate the drafting process of the Strategic Plan 2020-2022;
 - Coordinate and implement at least one appraisal interview with each member of the Secretariat during the year 2018-2019.

3. Representation
 - Represent YEE in events where I will take part anyways or where the presence of the YEE Chairperson is needed.
 - Be the main spokesperson of the organisation alongside with the Secretary General.