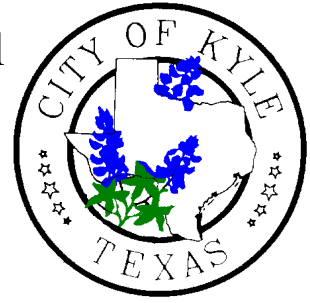




# Kyle Area Youth Advisory Council (KAYAC) Position Descriptions and Duties



## **Council Chair:**

- Attend all meetings.
- Serve as official representative of the KAYAC
- Prepare and administer reports as needed
- Sign appropriate documents on behalf of the organization
- Work with Secretary to prepare agendas and lead meetings. Agendas must be sent to Staff Liaison four (4) business days prior to scheduled meeting. It is the Council Chair's duty to lead meetings and keep the meetings in order
- Assist in communications between the KAYAC and various Liaisons
- Work in partnership with the Staff Liaison to complete all tasks and communicate with the City Staff and the KAYAC

## **Council Vice Chair:**

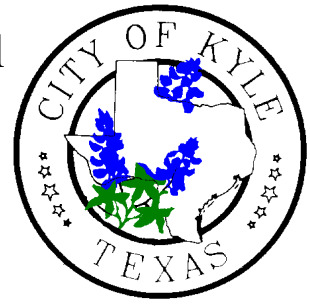
- Attend all meetings
- Thoroughly understand all duties of Council Chair
- Be the Presiding Officer at meetings when the Council Chair cannot be present
- Work closely with Council Chair

## **Secretary:**

- Attend all meetings.
- Work with the Council Chair to prepare agendas
- Send notifications and reminders to all members for upcoming meetings and events
- Prepare reports as needed for the KAYAC
- In the absence of the Council Chair and Council Vice Chair, call the meeting to order and conduct meeting
- Record minutes for each meeting. A copy of the minutes should be sent to the Staff Liaison no later than four business days after the scheduled meeting
- Obtain signatures as needed for appropriate documents
- Keep records of current membership, committees and committee members



# Kyle Area Youth Advisory Council (KAYAC) Position Descriptions and Duties



## **Treasurer:**

- Attend all meetings
- Maintain records and ledgers of all monies received and expensed
- Work with Secretary and Council Chair to prepare reports
- Work with City Staff Liaison to obtain information and prepare reports
- Prepare annual budget reports

## **Committee Liaison**

- Attend all meetings
- Sit on various City and Community committees as an ex officio member
- Provide a youthful point of view on committees members are serving on
- Prepare and provide reports to the KAYAC on items discussed

## **Social Chair**

- Attend all meetings.
- Lead fund raising and volunteer opportunity initiatives
- Hold fund raising meetings as needed
- Coordinate efforts for fund raising and volunteering
- Prepare reports to KAYAC as needed
- Work with Council Chair and Treasurer as needed for expenditures and monies received

## **Marketing Chair**

- Attend all meetings
- Maintains all social media outlets for KAYAC
- Develops and promotes marketing materials as needed
- Works in conjunction with other KAYAC positions to implement programs and volunteer opportunities

## **Honorary Member**

This is a member whom has previously served on the KAYAC. Honorary members are voted upon each year and renewal must be voted on each year by the KAYAC. Honorary members have no voting power but are encouraged to lend advice and input to the KAYAC. Attendance is not required.