
Work Plan of the Chairperson of Youth and Environment Europe 2014/2015 Anja Wilken

1. Coordination of the work of the Executive Board (EB)

- Convene Board Meetings
- Collect topics for the agenda
- Send out agenda of a Board Meeting to EB and office
- Make sure minutes are being kept during the Board Meetings
- Proofread minutes from Board Meetings
- Support Board Members by staying in contact regularly via email and skype, help them, if needed
- Create and uphold a positive working atmosphere by acting as a role model concerning friendly tone, constructive feedback, and trying to anticipate problems (by asking and staying in frequent contact)

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 course of implementation of the YEE Work Plan and daily management of the Organization.
- Foster the implementation/following of short-term-strategies

3. Work groups

- Build structures for the formation of at least one work group

4. External Representation

- Represent YEE in events where I will take part or where the presence of the Chairperson of YEE is needed

5. Overview

- Provide an overview of the work plans of the board members as well as their implementation
- Provide an overview of and control the implementation of the YEE Work Plan and projects contained in it
- Control work in the office by checking minutes, working hours and doing two appraisal interviews with each Secretary General and Main Coordinator

6. Publications

- Contribute to the development of YEE publications by means of writing articles both on the topics of interest for the Organization and on the events I will be taking part in
- Make the board more visible and real to the Member Organizations by recording and publishing video messages