
**Work Plan of the
Chairperson of
Youth and Environment Europe
2015/2016
Anja Wilken**

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

- Convene at least 12 Board Meetings;
- Collect topics for the agenda;
- Create and send out agenda of Virtual Board Meetings to EB and office;
- Proofread minutes from Board Meetings and ensure that the action plan table is attached at the end of the minutes;
- Support Board Members by staying in contact regularly via email and skype;
- Create and uphold a positive working atmosphere by acting as a role model concerning friendly tone, constructive feedback, and trying to prevent problems (by asking and staying in frequent contact) or solve them, in case problems occur.

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 daily management of the organisation;
- Foster and contribute to the implementation and following of the YEE Short-term-Strategies by monitoring the process and action plans (e.g. at meetings).

3. Work groups

- Form different work groups, especially for the transformation of Internal Documents (Strategies, Work Plan and Policies) and the creation of the Pool of Eco-Trainers (PoET) and join at least two groups;
- Monitor the outcomes of the work groups by a regular report system.

4. Representation

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

5. Overview

- Coordinate the creation of Board Members' Work Plans, support them, in case needed, and have a virtual meeting with each Board Member together with Secretariat to discuss the content of their Work Plans within the first month of mandate;
- Collect and review the Work Plans and Annual Reports of the Board Members;
- Monitor the implementation of Work Plans at least twice during the business year;
- Monitor the implementation of the YEE Work Plan and projects contained in it;
- Control work in the office by checking meeting minutes, working hours and doing at least one Appraisal Interview with Office Staff.