

Work Plan of the Member Organisations Officer of Youth and Environment Europe

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Member organisations related tasks

- find at least three new MOs
- informing new MOs about their opportunities, responsibilities and rights in YEE by providing them with the corresponding excerpts from the Statutes, Rules of Procedure and Policies
- updating the MO database in collaboration with the Secretariat to create an online profile of MOs on YEE's website containing: active contact person, target group, main activities, mission, contact details and other observations of the MOs
- check on 'sleeping' MOs and try to involve them in YEE activities

Communication with BM and Secretariat

- staying in contact with Board Members and Secretariat regularly via email and Skype
- actively participate in every Board Meeting

Collaboration with Promo and Publications Officer

- have three Skype meetings with the Promo and Publications Officer to discuss presence of MOs in YEE publications (for example adding videos on the YEE website to make the section of MOs more attractive)

Work groups

- actively participate in at least on work group