
**Working Plan of the Project Officer and Vice-Chairperson of
Youth and Environment Europe
2015/2016
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1. Be person in charge from YEE to take care of selected Member Organisations' (MO) projects

- contact the project teams at every level of project to be updated regularly about the project news;
- inform the project teams about YEE Policies connected with sustainability;
- cooperate closely with YEE Main Coordinator (by having at least 4 skype meetings during the business year 2015-2016 to keep each other updated).

2. Provide information and data about projects

- collect information about the projects' development and present the news at every Board Meeting;
- collect the information needed (YEE questionnaire, photos, article for YEE website) for YEE from the project teams at the end of every project;
- update the timetable regarding projects' development;
- update the YEE website calendar and Board (internal, google) calendar with information about the dates of the projects;
- write an article for the YEE e-newsletter about the projects' development every 4 months.

3. Be a part of at least one preparatory team of a project organised by YEE (for example Training for trainers).

4. Maintaining and running YEE

- Work on creation YEE Sustainability Policies which aim at decreasing the environmental impact of YEE projects;
- Together with the Chairperson work on the creation of the Pool of Eco-Trainers;
- Together with the Main Coordinator work on the creation of the info-package for project teams, which will contain an information about YEE values and environmental topics;
- Write at least 4 articles for the YEE e-newsletter during the business year 2015-2016;
- Support the Secretariat by checking applications for projects and grants;

- Strengthen the partnership between MOs by helping them to know each other better by finding similarities between them in cooperation with the MOs officer.

5. Representational Tasks

- Work on Climate Change Network as the Representative of YEE and update YEE Board and Office regularly about the work done by the working group;
- Represent YEE at the statutory meetings of the European Youth Forum;
- Replace the Chairperson in case needed by taking over organisational or representational tasks.