
**Work Plan of the Chairperson of
Youth and Environment Europe
2016/2017
Zaruhi Stepanyan**

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

- Convene at least one Board meeting per month (Virtual and Physical);
 1. Collect topics for the agenda;
 2. Create and send out agenda of Virtual and Physical Board Meetings to EB and office;
 3. Proofread minutes from Board Meetings;
- Support Board Members by staying in contact regularly via email and skype;
- Create and uphold a positive working atmosphere;
- Proofread the minutes from all YEE statutory meetings (Annual meeting, Physical Board Meetings, etc.).

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 organization;
- Foster and contribute to the implementation and following of the YEE Strategies by monitoring the process and action plans.

3. Representation

- Represent YEE in events where I will take part or where the presence of the Chairperson of YEE is needed;
- Be the main spokesperson of the organization alongside with the Secretary General.

4. 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 (e.g. at Physical Board Meetings).