

**Work Plan of the Member Organisations Officer of
Youth and Environment Europe
2016/2017
Ketevan Kochladze**

1. Member organisations (MO) related tasks

- Acting as mediator between the Members Organisations, Board and Secretariat.
- 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.
- Collaborate with the Secretariat in updating the MOs database content and design and MOs profiles.
- Update the document “Involvement of MOs” and select the MOs that are not active and try to involve them in YEE activities.

2. Communication with Board Members (BM) and Secretariat

- Staying in contact with Board Members and Secretariat regularly via email and Skype.
- Actively participate in every Board Meeting.

3. Collaboration with Projects Officer and Promotion & Publications Officer

- Have at last two online meetings with Project Officer to discuss about involvement of MOs in YEE projects and fill in “Involvement of MO’s” database.
- Have at last two online meetings with the Promotion and Publications Officer to discuss presence of MOs in YEE publications.
- Create engaging media materials for MOs and potential members in cooperation with the Promotion and Publications Officer

4. Work groups (WG)

- Collaborate with Secretariat to develop HR Policy.
- Engage actively in other YEE Work Groups.