
**Work Plan of the Chairperson of
Youth and Environment Europe
2017/2018
Stefan Rudel**

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

- Convene at least one Board Meeting per month, prepare the agenda, facilitate it and proofread minutes.
- Coordinate the creation of Board members' work plans, plan and have a virtual meeting with each Board Member in the beginning of their mandate together with Secretariat to overlook plans, expectations and the organisation's needs.
- Collect and review Work Plans, monitor their implementation during the year of mandate (at least twice).
- Support Board Members by staying in contact regularly via email and skype and help keeping Board and Secretariat together.
- Create and uphold a positive working atmosphere - ask for wishes, listen to needs.
- Proofread the minutes from all YEE statutory meetings (Annual Meeting, Physical Board Meetings, etc).
- Reflect on the year and work of Board members' including the Internal Auditor's report.

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 Board members' work plans.
- Foster and contribute to the implementation and following of the YEE Work Plan 2017/2018 and the YEE Strategic Plan 2017-2019 by monitoring the process
- Coordinate and implement at least one appraisal interview with each member of the Secretariat during the business year.

3. Representation

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

4. Strengthen YEE and secure its future

- Convey the process of finding a new Secretary General.
- Be an active part in finding alternative fundraising for YEE, be a member of the fundraising work group, assure work and progress of this process.