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**Work Plan of the Member Organisations Officer of  
Youth and Environment Europe  
2017/2018  
Ketevan Kochladze**

- Informing new MOs of the YEE network about their opportunities, responsibilities and rights in YEE by providing them with the corresponding excerpts from the Statutes, Rules of Procedure and Policies.
- Communicate with MOs whose membership will be reviewed at the Annual Meeting and inform them about the result of the review.
- Prepare Annual Membership Report.
- Prepare a SWOT analysis session for YEE membership during the Physical Board Meeting in spring 2018 and use results for membership development.
- Communicate with Member Organisations by creating feedback and questionnaire system, collecting information, about the Member Organisations' activities and linking those of common interests. Collecting answers and analyzing adding results in Annual Membership Report.
- Update the Member Organisation database.
- Contact at least five environmental youth organisations from European countries which have the same values as YEE and could be interested in joining the network as new members.
- Create materials to promote YEE membership together with the Promo and Publications officer.
- Update the database of NGOS that could be potential members of YEE.
- Deal with and coordinate the application, admission, review and dismissal of memberships by collecting the required documents and information and revising the fulfillment of the membership criteria.
- Update Membership application form.
- Staying in contact with Board Members and Secretariat regularly via email and Skype.