
**Work Plan of the Member Organisations Officer of
Youth and Environment Europe
2018/2019
Kristine Stikane**

1. Member organisations (MO) related tasks

- Act as mediator between the Members Organisations, Board and Secretariat.
- Informing new MOs regarding their acceptance to the network and providing them with the information about YEE and their rights, responsibilities and opportunities.
- Collaborate with the Secretariat in updating the MOs database content.
- Organise online meetings with the contact persons from YEE MOs in Regional Groups every three months.
- Analyse the outputs from the Regional Online Member Organisations and based on that set up the strategy for MO involvement in the network.
- 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.
- Contact environmental youth organisations from European countries which are not represented in YEE network.
- 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.

2. Communication and collaboration 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. Work groups (WG)

- Engage actively in YEE Work Groups.