



Youth Board Executive Committee Position Application

Contact Information

Name	
Street Address	
City, State, ZIP	
Primary Phone #	
E-mail Address	

Position You're Interested In

Which Executive Committee Position would you like to fulfill?

- President
- Vice-President
- Secretary

Turn over to read the descriptions and requirements of each position.

What are Your Past Leadership Experiences?

Have you been in any leadership positions before? How did you handle them and what did you do if there was a conflict to resolve?

What Will You Contribute to the Youth Board?

Why should we choose you to fulfill the position that you're interested in? What unique qualities will you bring to the Youth Board to improve it?

What Motivates You to Hold This Position and Work with The INN?

Why are you joining the Youth Board? What is your motivation to work with The INN? How do you plan on motivating the other members of the Youth Board to remain active and creative in their work?

Thank you for applying to be a leader on The INN's Youth Board! Please e-mail your application to ewilensky@the-inn.org or send it to Emily Wilensky at 211 Fulton Avenue, Hempstead NY 11550
DEADLINE TO APPLY: SEPTEMBER 30th, 2011

Youth Board President

The presidents of the Youth Board are expected to have exceptional leadership, communication, and organizational skills. The presidents must be motivated and be willing to motivate others to be active and creative while serving on the Youth Board. It is crucial that the presidents are comfortable and confident speaking in public. **Each president must have been on the Youth Board for at least one year prior to being president. Here is a list of responsibilities of the Youth Board Presidents:**

1. Create the agenda for and facilitate at least 75% of all Youth Board and Executive Committee meetings
 - a. If you can't attend, it's your responsibility to see that another president will be attending
2. Attend at least 75% of all Youth Board events/fundraisers in order to show support and commitment to our mission and your work
3. Be an administrator for and maintain the Youth Board *Facebook* Group
4. Be motivated and be willing to motivate others on the Youth Board and members of our community

Youth Board Vice-President

The vice-presidents of the Youth Board are expected to be comfortable in a leadership position, communicate exceptionally well, and have great organizational skills. The vice-presidents are here to help the president and must be willing to take on a variety of tasks in order to accommodate the president and the rest of the Youth Board. The vice-presidents should be comfortable speaking in public, and not be afraid to voice their opinion when necessary. **Here is a list of responsibilities of the Youth Board Vice-Presidents:**

1. Assist the president in creating and facilitating 75% of all Youth Board and Executive Committee meetings
 - a. If you can't attend, it's your responsibility to see that another vice-president will be attending
2. Attend at least 75% of all Youth Board events/fundraisers in order to show support and commitment to our mission and your work
3. Take attendance at Youth Board meetings and track incoming donations for that meeting
4. Be an administrator for and maintain the Youth Board *Facebook* Group
5. Be motivated and be willing to motivate others on the Youth Board and members of their community

Youth Board Secretary

The Youth Board Secretaries must have exceptional organizational and communication skills. It is the secretary's responsibility to take minutes at each Executive Committee and Youth Board meetings and to communicate the contents of those minutes with the rest of the Youth Board. **Here is a list of responsibilities of Youth Board Secretaries:**

1. Attend and take detailed notes at least 50% of Youth Board and Executive Committee Meetings
 - a. It's the secretary's responsibility to make sure that at least one secretary is at every meeting
2. To upload the minutes (within 3 days of the meeting) to the Youth Board *Facebook* Group
3. Be an administrator for and regularly update the Youth Board *Facebook* Group
4. To attend at least 75% of all Youth Board's events/fundraisers
5. Keep track of the Calendar of Events for the Youth Board and remind people of those events via e-mail and *Facebook*

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