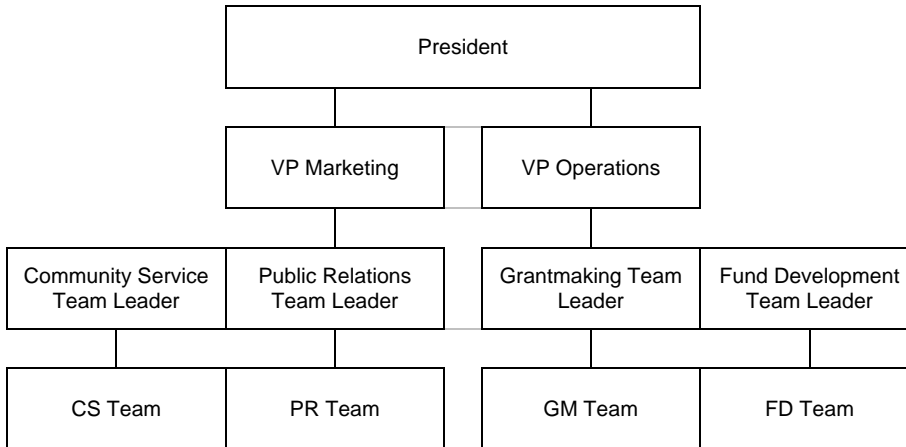


## YAC Leadership Structure January 2009



### Leadership Responsibilities Defined:

#### **Community Service Team Leader**

Goal: Three community service activities for the YAC year

Parameters: CS activities must be service oriented, not donations like shopping for Christmas presents

- Find potential CS Activities
- Propose them to the full YAC team
- Attend and participate at events
- Evaluation of activity to YAC
- Present Community Service plan at Board of Trustees Meeting in April
- Communicate plans to VP of Marketing

#### **Public Relations Team Leader**

Goal: Increase awareness of the YAC by fulfilling responsibilities

Parameters: Obtain final approval for material

- Write press releases & take pictures
- Maintain photo/scrap book
- Invite media to events and activities
- Present public relations plan at Board of Trustees Meeting in April
- Communicate plans to VP of Marketing

### **Grantmaking Team Leader**

Goal: Award grant dollars available

Parameters: Work within the criteria established by the grantmaking department

- Create a grantmaking criteria list and communicate it to the full YAC
- Communicate the amount of grantmaking dollars available
- Introduce grantee presenters at grantmaking meeting
- Work thru Grant process with full YAC
- Present grantmaking plan at Board of Trustees meeting in April
- Communicate plans with VP of Operations

### **Fund Development Team Leader**

Goal: Raise \$1,000 for Youth endowment Fund

Parameters: Must be raised through development, not fund-raising

- Create a plan to raise dollars to meet or exceed the goal
- Gather input from entire YAC on plan
- Communicate final plan to entire YAC and seek their support
- Present endowment plan at the Board of Trustees meeting in April
- Communicate with VP of Operations

### **Vice President of Marketing**

- Responsible for actions, plans, and results of team leaders. Responsible for working with the executive team and communicating all activities within their area
- Communicate with entire YAC the activities within their area of responsibility
- Meet with YAC Advisor, VP of Operations and President to set agenda for next meeting
- Present area of responsibility at the Board of Trustees meeting in April
- Must be a YAC member for 2 years

### **Vice President of Operations**

- Responsible for actions, plans, and results of team leaders. Responsible for working with the executive team and communicating all activities within their area
- Communicate with entire YAC the activities within their area of responsibility
- Meet with YAC Advisor, VP of Marketing and President to set agenda for next meeting
- Present area of responsibility at the Board of Trustees meeting in April
- Must be a YAC member for 2 years

### **President**

- Serve YAC members by being an exemplary example of youth leadership
- Identify, communicate, and propose plans to enhance and advance the YAC
- Oversee the accomplishment of the YAC goals (Best Practices)
- Run meeting (or delegate the running of the meeting)
- Meet with YAC Advisor, VP of Marketing and VP of Operations to set agenda for next meeting
- Present area of responsibility at the Board of Trustees meeting in April
- Be available and prepared to represent the YAC (and the Foundation) at local functions and meetings
- Must be a YAC member for 2 years

### **Executive Team**

The executive team of the Youth Advisory committee is responsible for the overall direction of the YAC. They will meet at least quarterly. The executive team is comprised of: President, VP of Marketing, VP of Operations, and Advisors. FAF executives are welcome to participate in any or all meetings.