

YAB Officer Roles and Responsibilities

President

- Prepare meeting agendas; email to YAB Advisors for approval and printing
- Send meeting/event reminder emails to YAB Members
- Notify YAB Members when there is a change in schedule
- Assist YAB Advisors with planning YAB retreat(s)
- Designate YAB members to distribute bulletins to schools regarding events, classes, etc.
- Organize campus promotions prior to events
- Represent YAB at special events or political functions
- Plan/Coordinate at least 1 Community Service Project in the spring
- Other duties as assigned by YAB Advisors or YAB Board

Vice President

- Fulfill all presidential duties if the president is out
- Fulfill all Secretary duties if both Secretary and Historian is out
- Assist YAB Advisors with planning YAB retreat(s)
- Attend (or arrange for someone to attend) all appropriate City of Pacifica /local high school special functions to promote YAB.
- Serve as the liaison to the Social Media Subcommittee
- Assist President in coordinating at least 1 Community Service Project in the spring
- Help distribute bulletins to schools regarding events, classes, etc.
- Assists YAB President in email reminders for Special Events
- Other duties as assigned by YAB Advisors or YAB Board

Secretary

- Record “minutes” of all meetings; forward to YAB Advisors
- Prepare roll sheets for all meetings/events
- Distribute time sheets at meetings to keep track of volunteer hours by YAB members
- Fulfill all Vice-President duties if the Vice-President is out.
- Help distribute bulletins to schools regarding events, classes, etc.
- Other duties as assigned by YAB Advisors or YAB Board
- Tracks YAB Hour Log and maintain records

Historian

- Photograph all events, activities, etc.
- Take group and individual photos
- Ensure all photographed have a valid waiver on file
- Serve as the liaison to the Marketing Subcommittee
- Prepare a “memory book”, collage for record keeping and enjoyment.
- Fulfill all Vice-Presidential/Secretarial duties if the Vice President/Secretary is out
- Help distribute bulletins to schools regarding events, classes, etc.
- Other duties as assigned by YAB Advisors or YAB Board
- Manage the Pacifica Facebook page including:
 - Creation of event pages for all Teen events, classes, etc.
 - Post announcements at least 2 times prior to the event, at least once the day before and day of the event
 - Add photos, flyers, etc.
 - Seek out and add Facebook “friends”
 - Post invite of events or YAB happenings info directly on the following Facebook pages: Pacifica Recreation, Pacifica Chamber of Commerce, and Pacifica Libraries

