

# **Cottonwood Heights Youth City Council**

## **(Job Descriptions for Executive Council Positions)**

### **Youth Council Mayor**

- Supervise the duties and activities of the YCC.
- Supervise the duties and activities of the Executive Council.
- Conduct YCC meetings and sets the agenda for meetings in conjunction with YCC Advisor.
- Coordinate with other members of the Executive Council in the planning and execution of all YCC activities.
- Work closely with the YCC Advisor in conducting YCC business and activities.
- Act as liaison and primary contact with Mayor, City Council, other Youth Councils, and citizen groups

### **Youth City Council Recorder**

- Attends YCC meetings, takes attendance and keeps a record of proceedings.
- Responsible for compiling and publicizing of the agenda for YCC meetings at least two days prior to the scheduled meeting.
- In the event the recorder is absence while the executive council is conducting council business, the Recorder will arrange for another council member to fulfill his/her duties.
- Accounts for the filing, security and maintenance of YCC records.
- Responsible for the planning, execution and oversight of the election process in selecting YCC officers/Executive Council.
- Provides administrative support to the YCC mayor.
- Keeps YCC mayor updated on activities and issues regarding the duties of the Recorder.
- Keep YCC Advisor updated on activities and issues regarding the duties of the Recorder.
- Formally reports any injuries, emergencies, etc. during YCC events to YCC Advisor and City Council Liaison.

### **Youth City Council Treasurer**

- Responsible to direct, manage, supervise, and coordinate YCC budget related items.
- Provide oversight and management of the YCC budget – ensure receipts and documentation for reimbursement is correct.
- Keep the YCC Mayor advised and updated on budget related issues of the YCC.
- Coordinate all fund raising activities of the YCC.
- Responsible for the collection of monies, payment of YCC bills and reimbursement of authorized expenditures to YCC members.
- Keep the YCC Mayor updated on activities and issues regarding the duties of the YCC Treasurer.
- Keep YCC Advisor updated on activities and issues regarding the duties of the Treasurer.
- Monitor City Budget Amendments with City Treasurer to ensure YCC budget needs are met.

### **Youth City Council Service Officer**

- Chair of the Service Activities Committee.
- Responsible for the planning and conducting of service oriented activities for the YCC.
- Keep YCC Mayor and Advisor updated on the activities and issues regarding YCC service opportunities.

### **Youth City Council Social Officer**

- Chair of the Social Activities Committee.
- Responsible for the planning and conducting of social activities of the YCC.
- Keep YCC Mayor and Advisor updated on the activities and issues regarding social events.

### **Youth City Council Education Officer**

- Chair of the Educational Activities Committee.
- Responsible for the planning and conducting of educational activities of the YCC.
- Keep YCC Mayor and Advisor updated on the activities and issues regarding educational events and opportunities for the YCC.

### **Youth City Council Public Relations Officer**

- Responsible for the construction and maintenance of the YCC website.
- Responsible for coordinating media (local news, Cottonwood Heights Journal, etc.) coverage and the contact person for media personnel.
- Responsible for the publicizing of YCC activities to members of the community.
- Take pictures/video of activities for media and historical record

### **Youth City Mayor Pro Tem**

- Responsible conducting meeting in the absence of the YCC Mayor
- Represents YCC whenever YCC Mayor is unavailable.