



Mission Viejo Activities Youth Committee

Leadership Cabinet Application



DEADLINE to submit applications is April 17, 2025 (our next youth committee meeting)

Please print clearly:

Name: _____ Phone number: _____

Email: _____ Age: _____ When did you join MVAC? _____

Have you completed your MVAC membership requirement of 3 mtgs & 20 hours for 2024-25? Yes No

School and grade level: _____

Please check the box(es) of the cabinet positions you are applying for (See *Roles and Responsibilities* page 2):

- President
- Vice President
- Secretary
- Outreach
- Event Chair
- Recruitment

Please describe why you are interested in the role(s) checked above:

Do you have any other activities that may interfere with youth committee meetings (3rd Thursday of the month)?

Why do you like to volunteer for MVAC?

What is your favorite MVAC volunteer event and why?

Please describe any relevant experience/skills you have that you believe would make you a successful candidate:

If you need more space, please attach additional pages / Thank you for applying!

Mission Viejo Activities Youth Committee

Executive Leadership Team Roles and Responsibilities

Descriptions subject to edits as appropriate

All officers	<ul style="list-style-type: none"> – Help plan meetings and events – Participate in monthly committee meetings and events – Reply to messages/group chats in a timely manner – Behave in a manner befitting a leadership role of dignity and responsibility
President	<ul style="list-style-type: none"> – Lead committee meetings with support from advisor as needed – Create monthly youth meeting agendas – Represent youth committee at relevant meetings – Communicate with officers via group chat – Coordinate communication with Executive Leadership Team as needed – Ensure officers are completing their tasks and offer help when needed – Submit monthly blurbs to the MVAC newsletter
Vice President	<ul style="list-style-type: none"> – Fill in for president as needed at meetings and events – Keep advisor informed of committees’ activities via text or email – Schedule shifts for covering registration table at general committee meetings – Communicate with members about upcoming events and meetings via Remind and email
Secretary	<ul style="list-style-type: none"> – Reserve NPM meeting space – Create and maintain committee files – Request volunteered hours updates from members; submit hours to MVAC office – Prepare meeting minutes and submit to advisor; send to VP to share via Remind – Minutes should state meeting date, attendee names, discussion summary and assigned tasks – Confirm list of youth members celebrating a birthday for monthly general meetings – Track meeting attendance and prepare analytics for board
Outreach Chair	<ul style="list-style-type: none"> – Assist with promotion of upcoming meetings/events via approved outlets – Continue to broaden committee outreach database – Promote MVAC with local schools, youth serving organizations, clubs, committees etc. – Take photos at events; Send event photos to MVAC office/youth advisor – Gather feedback at events from attendees, write up and share with office – Cultivate content for articles to share the great work of the committee
Event Chair	<p>** Event Chair role will rotate among committee members **</p> <ul style="list-style-type: none"> – Help plan events with assistance from MVAC youth committee – Arrive early/stay after to help setup/take down events – Communicate with VP to send event reminders to volunteers – Communicate with Community Engagement Chair to promote events to general MVAC and the public – Coordinate volunteer shifts and responsibilities – Coordinate inventory of the supplies in the container at NPM as needed
Recruitment	<ul style="list-style-type: none"> – Maintain up-to-date, relevant recruitment materials (applications, flyers, etc.) – During meetings, prompt members to follow Instagram and/or sign up for Remind – Facilitate club table at high school club rush events if possible – Request to be added to MV middle and high school community service opportunity listings – Develop and propose strategies to engage 5th-12th grade students (i.e. Scavenger hunt)

All Members: Attend meetings and events; Follow committee Instagram and join Remind; Help run events; Support committee growth; Contribute to committee outreach database; Cultivate an environment of support, collaboration, friendliness, cooperation and goodwill.