



# Mission Viejo Activities Youth Committee

2024-25 Leadership Cabinet Application



**DEADLINE to submit** applications is March 21, 2024 (our next youth committee meeting)

Please print clearly:

Name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Email: \_\_\_\_\_ Age: \_\_\_\_\_ When did you join MVAC? \_\_\_\_\_

School: \_\_\_\_\_ Graduation year: \_\_\_\_\_

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

- Vice President
- Secretary
- Outreach
- Event Chair

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

---

---

---

---

---

---

---

---

---

---

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

---

---

---

---

---

---

---

---

---

---

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

**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.