

Youth Exchange Committee Secretary / Treasurer

POSITION STATEMENT

Responsibilities

- The occupant of this position will be responsible to the Youth & Community Projects Committee through the Youth Exchange Chairperson for the:-
- management of all Youth Exchange finances and budget in conjunction with the National Treasurer and the National Coordinator, Youth & Community Projects.
- recording of the Minutes of all Youth Exchange meetings.
- the keeping of an inventory of all stocks of Youth Exchange items such as pins, scarves, ties, bannerettes and backpacks.
- assist the Chairperson with committee communication to clubs, District Chairpersons, schools etc.
- to substitute for the Chairperson in his absence in liaison, or at the direction of the National Coordinator, Youth & Community Projects, or Council Chairperson.
- Assist the committee Chairperson generally as directed.

Duties

- Attend all Youth Exchange Committee meetings and keep Minutes of all meeting proceedings. Circulate copies of said Minutes as per MD201 Policy.
- Prepare all financial reports for presentation to the Youth Exchange Committee meetings.
- The depositing of all monies received from exchangees within the appropriate Youth Exchange Accounts, and the presentation of all accounts to the National Coordinator, Youth & Community Projects for authorisation for payment.
- Advise MD Office of the number of Inward Youth Exchangees attending each of the International Youth Camps in order that their relative Districts may be appropriately invoiced for the administration levy.
- Ensuring all approved payments are delegated to the correct account.
- The overseeing of all Programme Budgets and Special Accounts to ensure that no expenditure exceeds approved budget.
- The keeping of accurate and current records of all financial matters to the Youth Exchange Nominating and Sponsoring programmes.
- Assist Chairperson as communicating officer and with general support..

Revision No.	1.0	Relates to:	Human Resources
Revision Date	28 June 2013	Applies to	Position Holder
Author	Ron Skeen	Authorised by	Y&CP National Coordinator

Please note that all nominations to serve on Youth Committees at Multiple District level must be accompanied by a current police clearance.

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PERSON PROFILE

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