



YLA President

Job Description

A PRESIDENT CAN MAKE OR BREAK THE LOCAL YLA! PUT THE EFFORT FORWARD TO MAKE YOUR YLA THE BEST IT CAN POSSIBLY BE! THE YLA PRESIDENT . . .

- Knows the YLA story
- Leads the YLA
- Encourages the participants to be involved
- Works closely with all the officers
- Makes sure every participant has responsibilities
- Delegates authority
- Maintains high standards
- Attends Leadership Service Summits

Every YLA participant will know if you are a sincere President. Be the best President you can be because your heart calls you to action, not because it's the popular thing to do!

HERE ARE YOUR DUTIES:

- ◆ Serve as the Chair of the Executive Committee and attend all of its meetings.
- ◆ Prepare an agenda for every meeting.
- ◆ Preside at meetings.
- ◆ Inform participants of all events and opportunities.
- ◆ Serve as Ex-officio member of all committees.
- ◆ Know the duties of all the officers and Committee Chairs.
- ◆ Make sure all other officers know their jobs and are effectively doing them.
- ◆ Maintain regular contact with the Advisor.
- ◆ Incorporate the YLA mission into all activities.

Ohio-West Virginia Youth Leadership Association		
YLA Groups, Youth in Government, 8 th Grade Youth & Government Seminars, Model United Nations, Horseshoe, Cave Lake www.yla-youthleadership.org		
Youth Leadership Association 400 Main Street, P.O. Box 239 Pt. Pleasant, WV 25550 P: 304.675.5899 F: 304.675.5977	Cave Lake Leadership Center 1132 Bell Hollow Road Latham, OH 45646 P: 937.588.3252 F: 937.588.3252	Horseshoe Leadership Center 3309 Horseshoe Run Road Parsons, WV 26287 P: 304.478.2481 F: 304.478.4446



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DEDICATION AND DETERMINATION ARE TWO INGREDIENTS OF A SUCCESSFUL YLA PRESIDENT. HERE ARE SOME "TIPS" TO HELP YOU BE A BETTER YLA PRESIDENT.

- ◆ Use parliamentary procedure at meetings.
- ◆ Set a regular time for meetings.
- ◆ Involve the entire YLA in making decisions and in carrying them out.
- ◆ Keep meetings moving by making sure each person with a place on the agenda is prepared.
- ◆ Set a regular meeting time for you and your Advisor.

President's Monthly Checklist

Make a copy of this checklist and use it to keep up with the responsibilities of your Office. Use the extra boxes at the bottom to write in any "extra" responsibilities.



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	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Review YLA Standards and develop plan to achieve them.									
Have individual committees meet (as needed) to plan details of monthly activities.									
Meet with Executive Committee to finalize meeting details and details of activities.									
Finalize (with Advisor) YLA meeting agenda.									
Make sure the Vice President has made all arrangements and announcements for the program.									
Make sure everyone who has a part on the agenda is aware of it and is prepared.									
Check YLA Newsletter for information that should be shared at the YLA meeting.									
Check regularly with Officers and Committee Chairs to see that Executive Committee plans are followed through.									
Check regularly with your Advisor to see if YLA plans are being accomplished.									
Check with YLA Secretary to see that the Monthly YLA Report is mailed by the 7th of the									
Be sure your YLA is represented at Fall Conference, Model United Nations, Youth in Govern-									
Evaluate your YLA's program.									

YLA Yearly Planning Calendar

(To use in long-range planning meeting at beginning of school year)

YLA _____

School Year _____



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	Meeting	School Service Project	Community Service Project
Sept.			
Oct.			
Nov.			
Dec.			
Jan.			
Feb.			
Mar.			
Apr.			
May			

BE SURE THE FOLLOWING ARE PLANNED AND INCLUDED DURING THE YEAR:

	Date
Membership Drive	_____
New Member Induction Service	_____
YLA Missions	_____
State YLA Conferences	_____
Fund Raising Project	_____
YLA Week	_____
Officer Installation	_____

How to Conduct a Good Meeting

1. PRINCIPLE OF INVOLVEMENT

The more involved we become, the greater responsibility we feel for our success.
 INVOLVEMENT = RESPONSIBILITY

Club officers need to be involved in planning their YLA's operation. The more members partici-



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...the more their interest grows. Involve your members...YLA is not a spectator sport.

2. PLAN MEETINGS WELL IN ADVANCE

Officers must meet regularly to plan YLA activities. An extended (one to three hours) monthly planning meeting, reinforced by weekly check-up meetings, can be helpful.

3. WRITE DOWN YOUR AGENDA

A written agenda is a map for the meeting. It shows you know what you are doing. It builds respect for you as a leader. Be ready at each meeting to show members how far we need to travel during the time we share together.

4. PROGRAM MUST BE PEOPLE-CENTERED - NOT JUST ACTIVITY-CENTERED

It is easiest to plan an outing, a party, a swim or a film, but while most members will be interested in such activities, they will soon begin to lose interest in YLA, since such activities can be found almost anywhere. More importantly, any sharp young student will go "all out" for programs that are meeting some their deeper needs and interests. Officers must be sure to use tools available to discover the interests and needs of YLA members and plan people-centered programs to meet these needs.

5. DON'T TRY BLUFFING

If YLA members complain that other members are unruly, don't pay attention, or talk during business meetings, etc., it may be that the following is happening:

The Presiding Officer does not have a written agenda;

The decision the YLA is asked to make is really one which the Executive Committee or the President should make;

There is insufficient information collected in advance, THEREFORE YLA members cannot make a sound decision;

The President or Officers have made a decision members should have shared;

There are too many items on the business agenda. "All business" is boring. Allow time for programs and fellowship.

The Presiding Officer, when a new item of business requiring heavy debate is presented from the floor, permits immediate discussion on it rather than referring it to a committee for consideration at the next meeting.

IF THE GROUP HAS A HISTORY OF NOISY, DISORGANIZED BUSINESS MEETINGS, THIS PATTERN CAN BE CHANGED BY FOLLOWING SOME OF THE ABOVE SUGGESTIONS.

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