



## YLA Vice President

### Job Description

**A VICE PRESIDENT MAKES YLA MEETINGS INTERESTING BY PLANNING MEANINGFUL PROGRAMS. THE YLA VICE PRESIDENT . . .**

- Plans programs consistent with YLA's purpose
- Makes sure all arrangements are set for the meeting
- Insures that YLA meeting programs are meaningful, relevant, and educational
- Maintains high standards of character

Therefore, the Vice President is essential for planning good YLA programs that will insure good YLA meetings.

**HERE ARE YOUR DUTIES:**

- ◆ Attend meetings of the Executive Committee.
- ◆ Develop well-planned, diversified programs for YLA meetings.
- ◆ Make sure that the physical arrangements (chairs set up, podium in place, etc.) are appropriately made for meetings.
- ◆ Make sure that all members know the time and place of the meetings.
- ◆ Serve as Chair of the Program Committee.
- ◆ Serve as host for all guests.
- ◆ Preside at meetings if the President is absent.

**YLA MEETINGS WILL BE WELL ATTENDED IF THERE ARE GOOD, WELL-DEVELOPED PROGRAMS. HERE ARE A FEW "TIPS" ON HOW TO ACCOMPLISH THIS:**

- ◆ Plan programs well in advance of the meeting.
- ◆ Vary the types of programs (videos, speakers, skits, etc.).
- ◆ Through the Program Committee, seek ideas from others for new programs.
- ◆ Arrive at YLA meetings early to make sure everything is properly set up.
- ◆ Greet your guests at the door and make them feel welcome. You are their host.

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



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## Vice 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.

	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Confirm program details for the month. Meet with Program Committee, if needed.									
Meet with the Executive Committee to help finalize all YLA plans for the month.									
Secure meeting place and set meeting time.									
Be sure time and place of meeting is known by all members (announce, call, etc.)									
Set up room before meeting (arrive early).									
If program is to be a guest speaker, have someone meet them at the en-									
Introduce the program at the meeting.									



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### Program Ideas . . . What Our Members Want Survey

*Survey results are tabulated by the Program Committee to find out what programs the members want.*

Rank your program preferences on the blank line. (1 is most important, 2 is important, 3 is least important.

Programs that build a better understanding of . . .

- \_\_\_ A. Self-confidence, self respect
- \_\_\_ B. Peers
- \_\_\_ C. Physical fitness
- \_\_\_ D. Money management, investing
- \_\_\_ E. Choosing a college
- \_\_\_ F. Career options
- \_\_\_ G. Family relationships
- \_\_\_ H. Marriage, parenting
- \_\_\_ I. Cultural understanding
- \_\_\_ J. Community Improvement
- \_\_\_ K. Personal standards
- \_\_\_ L. Health Issues (AIDS, Nutrition, Tobacco, etc.)

Check as many program methods you find interesting.

- |                 |                      |                  |
|-----------------|----------------------|------------------|
| _____ speaker   | _____ public hearing | _____ film       |
| _____ skit      | _____ field trip     | _____ poll       |
| _____ interview | _____ exhibit        | _____ discussion |
| _____ panel     | _____ town meeting   | _____ chart      |

List others \_\_\_\_\_  
\_\_\_\_\_

Other program topics or ideas you have \_\_\_\_\_  
\_\_\_\_\_



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List the programs you will help develop for our YLA \_\_\_\_\_

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Other Comments/Suggestions on Program \_\_\_\_\_

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Your Name \_\_\_\_\_ Phone \_\_\_\_\_

### YLA Service To Others

***Here's How Our YLA Can Make A Difference***



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Here Are Three Ways To Improve Our School

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Here Are Three Ways To Improve Our Town

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Here Are Three Needs Young People Have In Their Home

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Here Is What Our YLA Can Do About Them

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## Program Planning Guide

Name of Program \_\_\_\_\_

Date \_\_\_\_\_ Place \_\_\_\_\_ Time \_\_\_\_\_



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Person/Committee Responsible \_\_\_\_\_

Person Responsible for Publicity \_\_\_\_\_

### Program Details

Person Presiding \_\_\_\_\_

Agenda or Order of the Program \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### Preparation Responsibilities

Prepare Meeting Place \_\_\_\_\_

Equipment or Supplies \_\_\_\_\_

Other \_\_\_\_\_

Clean Up \_\_\_\_\_

Thank You \_\_\_\_\_

### Evaluation/Reflection

Involve your planning committee and your members in an evaluation and/or reflection on the program. What did people learn, what was accomplished, what will members and/or your YLA be able to do because of the program, how did it contribute to YLA's purpose, etc.

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