



New York National Guard

Teen Council

SECRETARY



Secretary Responsibilities in addition to General Member's Responsibilities:

1. He/she is responsible for taking minutes during all meetings. These minutes will be submitted to the President(s) and Vice President for publication in the quarterly newsletter.
2. He/she will take roll call at every meeting. He/she will inform the President and the State Youth Coordinator(s) if a member has missed more than one meeting.
3. He/she is responsible for documenting all major events. This includes taking and gathering pictures as well as obtaining any news articles dealing with the New York National Guard Child and Youth Program. A scrapbook will be made and kept in order.
4. If assigned, he/she will write articles for the quarterly newsletter.
5. He/she will send reminders to all members about upcoming events or meetings.
6. He/she will be required to check in with the State Youth Coordinator(s) at least once a month to discuss issues, needs, or future events.
7. He/she will act as a representative of the State of New York at any state or national conventions. This requires that the youth acts with the utmost behavior at all times.
8. He/she will assist in the marketing and recruiting of future Teen Council members; ie: through Yellow Ribbon briefs, provider table at events, and through social media.

General Council Member's Responsibility:

1. Council members will be required to keep up to date with their emails and email responses to State Child and Youth Program Coordinators, Family Program Staff, Family Readiness Groups, and Key Volunteers.
2. Council members will be required to attend at least 15 hours of volunteer opportunities within New York State. This can be with Child and Youth Program Coordinators, Family Program Staff, Family Readiness Groups, or Key Volunteers.

3. Council members are to have volunteer hours signed off by an adult and submitted to the Child and Youth Program Coordinators within one week of volunteering.
4. Council members will be required to attend 50% of quarterly meetings during their two-year term. If a member is unable to attend, it is their responsibility to contact the State Child and Youth Program Coordinator(s). In the event of non-compliance, the member may be released from the council.
5. Council members should understand the New York National Guard Teen Council mission statement and be committed to it and be willing to articulate the mission to units and communities at large.
6. Council members should seek partnerships to create with the Teen Council.
7. Council members should express opinions on issues, respect the opinions of others, work for consensus whenever possible and support the majority of decisions.
8. Council members are responsible for supporting and assisting the Child and Youth Program Coordinators with the planning of any state workshops, symposiums, trainings and Teen Council events.
9. Council members are to complete at least one community service project each year.
10. He/she will act as a representative of the State of New York at any state or national conventions. This requires that the teen acts with the utmost behavior at all times.
11. Active participation is a requirement.