

YAC Officer Descriptions

Chairperson - The Chairperson shall preside over the meetings. The Chairperson shall also stand as a liaison between the organization and the officers and officials of the school and the Youth Community Coalition. If the occasion arises, the President shall speak on behalf of the YAC at all major school and community functions.

Vice Chairperson - The Vice Chairperson shall assist the Chairperson and Secretary in all matters of the organization's business. Additionally, in the absence of an officer, the Vice Chairperson shall step in. The Vice Chairperson shall also be responsible for all written correspondence that takes place outside of the YAC.

Secretary - The Secretary shall oversee the communication of meeting times, events etc. Additionally, the Secretary shall record and maintain meeting minutes, important documents, and budget records. The Secretary will notify members after they reach THREE unexcused absences and/or FIVE total absences.