

Job Descriptions



Mayor:

- Conduct Meetings
- Oversee all projects/activities
- Follow direction of the Council Members
- Allow for open discussion of all items – control meetings
- Prepare agenda with Recorder
- Splits votes if a tie
- Be prepared!

Recorder:

- Take accurate minutes at all meetings
- Take attendance at all meetings
- Type of minutes (copy and have ready for approval by the council at next scheduled meeting)

City Manager:

- Prepare agenda with input from Executive Council
- Email agenda to each member
- Have documentation available for Historians

Communications/Historian Director:

- Keep Council Journal/Scrapbook – Digital
- Take photographs at every activity
- Properly label photos, write journal entries (work with Recorder and others)
- Coordinate the production of the YCC Yearbook
- Write newspaper articles for local medias
- Report each project or activity after completion
- Promote upcoming projects and activities
- Update Council information on city website
- Assist in the coordination of the YCC Yearbook

Recreation Director:

- Coordinate the planning of activities or games that focus on teamwork, social skill development, character building and friendships. These activities may be on their own or in conjunction with other activities.

Service Director I & II:

- Coordinate the planning of service projects that focus on the community and include participation from each grade level.
- Report on the success of each project
- Coordinate with the Historian, provide pictures and articles to be included in the YCC Yearbook and other media outlets

Class Representatives

- Represent and be the voice for your class.
- Research and investigate needs or issues pertaining to your class
- Promote activities/events and encourage members of your class to participate in them
- Complete and report on assignments

Council Members: (This means EVERYONE!)

- Attend all meetings, projects and activities
- Be on time! We have a very limited time to get through everything at our meetings.
- Come prepared! This means your notebooks, pen, etc.
- Be respectful! Be supportive, even if the activity or project isn't your thing.
- Complete and report on assignments.