

# Open YATA Positions:

## Vice-President:

- Aid and oversee YATA Canada National Chapter's management of social events and elections;
- Responsible for following through with any requests made by the President; gathering orders, finding information, researching charities, etc.;
- If the President is absent, the Vice-President will lead the meetings, making sure that the agenda is covered, and the necessary items are followed up on;
- Stand-in for the President, supporting that person wherever needed, daily contact between those two positions;
- Responsible for executive direction, outreach, helping with the social media platforms, the North American connection and European, and important projects with multi-level partners, in particular with corporate and other business partners;
- Responsible for interviewing and selecting possible candidates for the Executive Board of YATA Canada National Chapter;
- Hold signing authority for YATA Canada;
- Responsible for providing assistance to other executive members when help is needed.

## Secretary General:

- Supervise the affairs of YATA Canada;
- Responsible for interviewing and selecting possible candidates for the Executive Board of YATA Canada National Chapter.
- Hold signing authority for YATA Canada when the Finance Officer is unavailable;
- First contact person for day-to-day business;
- Oversees the communications and public outreach operations, and organizational mastermind with projects;
- Assists with European connection.
- Responsible for taking minutes at all Executive Board meetings;
- Responsible for posting the meetings' minutes via email to all Regional and National Chapters executive members within 48 hours following a meeting;
- Maintain Google Docs;
- Responsible for providing assistance to other executive members when help is needed.

## Communication Officer:

- Be responsible for communicating to YATA Regional Chapters, members at large, and the wider community of Canada the goals and activities of YATA Canada;
- Aid in the production of all YATA Canada publications in both official languages;
- Responsible for assisting the Public Outreach/ Social Media Officer and the Secretary General on all social media platforms;

- Be responsible for maintaining YATA Canada correspondence files with organizations and partners in the private and public sectors;
- Responsible for the website, up-to-date information, and the main contact person for National Regional Chapters for information to put on the website, and social media accounts;
- Responsible for providing assistance to other executive members when help is needed.

**Finance Officer:**

- Advise YATA Canada National Chapter on all financial matters;
- Prepare YATA Canada National Chapter's budget in accordance with financial regulations of YATA Canada;
- Keep proper accounts and records of finances;
- Prepare a year-end financial statement by the last day of the fiscal year on 30<sup>th</sup> September;
- Hold signing authority for YATA Canada;
- Provide balance statements and expense report at every YATA Canada Executive Board meeting;
- Maintain records of membership dues from YATA Canada Regional Chapters and YATA Canada National Chapter, and reallocating the applicable funds to each YATA Canada Regional Chapter based on the criteria for such as outlined in Article IV Membership of the Constitution.
- Shall be responsible for procuring and maintaining all permits (ex: alcohol, gambling, food safety, etc.);
- Responsible for finding and applying for grants and other financial opportunities for YATA;
- Applying for corporate and private sponsorships;
- Formulating the annual budget, as well as event budgets;
- Responsible for providing assistance to other executive members when help is needed.

**International Outreach Officer:**

- Responsible for building partnerships with international non-governmental organizations and ministries of other foreign governments;
- Advise YATA Canada National and Regional Chapters on all applicable international forums and conferences of interest to attend.
  - Responsible for the website, up-to-date information, and the main contact person for National Regional Chapters for information to put on the website, and social media accounts.
  - Be responsible for maintaining YATA Canada correspondence files with organizations and partners in the private and public sectors;
  - Responsible for providing assistance to other executive members when help is needed.

Please reply to this email ([yatacanada.secgen@gmail.com](mailto:yatacanada.secgen@gmail.com)) by 30 June 2021 if you are interested in applying for one of the above positions. In your reply, please include:

- a) a copy of your C.V;
- b) your primary and secondary choice of position, and;
- c) a statement of interest, which outlines your background (<500 words)