

Latino Network Roles and Responsibilities

Adhoc Committees

Position: Leadership Youth Programs Chair(s)

Purpose: Provide youth the opportunity to learn from and network with local community and state leaders. Students will gain an understanding of the principles used to influence change within their community.

Key Responsibilities:

1. Create applications, flyers, and handouts.
2. Identify and recruit speakers for events
3. Secure locations for large events and workshops
4. Outreach to local high schools and communicate with high school officials.
5. Track student attendance for leadership events
6. Respond to student emails and communicate regarding assignments.
7. Create detailed agenda for events.
8. Prepare programs and handouts for events, and setup for events as needed.
9. Create participation certificates, reach out to local officials.
10. Order and pick up food and supplies for youth events.
11. Collect required permission slips, media release forms from participants
12. Facilitate orientation and debriefs as necessary for youth programs
13. Coordinate and schedule students' presentations with school board and city council as needed.
14. Supervise youth as needed during events and/or required travel until they are in the care of their parents/guardians.
15. Attend all board and general meetings, and retreats.
16. Participate in Latino Network committees as needed.
17. Assist in creating and collecting evaluations for events
18. Maintain communication with Leadership Youth Programs alumni
19. Other duties as assigned by the Latino Network board related to the overall purpose and good of the organization.

Appointed by: President

Term length: 1-year term

Time commitment: Monthly Board Meeting, Bi-monthly general meetings, LaNet and community events.

Hourly Commitment: 5-10 hours weekly per event

Reports to: Vice President