

## Here are the job descriptions for the GDCTA Youth Committee Board positions.

### Job Descriptions-

#### President:

Leads monthly meetings; Calls meetings to order and adjourns meetings. Directs & prepares the agenda; Works with Vice President to put the calendar together. Required to attend meetings.

#### Vice President:

Works with President to Lead meetings, prepare agenda and calendar. Replaces President when not available. Required to attend meetings.

#### Secretary:

Takes meeting minutes. Types minutes and distributes to the committee. Takes attendance at meetings. Works with Event/Volunteer Coordinator for promotional materials. Uses GDCTA Youth email to communicate meetings information. Required to attend meetings. Word skills and ability to use email necessary.

#### Treasurer:

Keeps 'checkbook' on revenue and expenses of the committee. Works with Youth Chair to prepare the budget for Youth Committee and educational events. Collects and gives funds to GDCTA Treasurer. Required to attend meetings. Excel skills necessary.

#### Ambassadors:

Regional representatives. Represents ALL GDCTA Youth Programs to their local barn and community. Solicits volunteers for fundraising and/or educational activities. Communicates with the committee on activities. Participates in membership drive and volunteering. Social media skills necessary. Calls into meetings.

#### Social Media Coordinator:

Tracks Youth Committee activities and posts on Youth Committee Facebook page and other social media. Participates in membership drive and volunteering. Informs others of our endeavors. Contributes to journalism.