

INDIA ASSOCIATION OF PHOENIX

YOUTH COMMITTEE OFFICERS  
APPLICATION FORM

Term of office June 1, 2019- May 31, 2020

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Candidate Information **(Family/Parent MUST be a member of IA)**

First name:

Last name:

Address:

Date of Birth(MM/DD/YEAR)

Phone #:

Email:

School Current:

School New (August 2019):

Grade (Current):

Grade New (August 2019):

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**Instructions:**

**WRITE COMPLETE SENTENCES. CHECK SPELLING, PUNCTUATION AND GRAMMAR**

*All candidates may apply for a maximum of two positions. Clearly state the name of the position as listed on the second page of the application. For each position they must provide the answer to the question – “reasons for applying for the position, and why should you be elected to this position”.*

*This application must be completed and emailed to the IA coordinator (Babu) at [president@iaphx.org](mailto:president@iaphx.org)*

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**Position (first choice):**

*Why are you applying for this position? What qualifies you as a candidate for this position?*

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**Position (Second choice):**

*Why are you applying for this position? What qualifies you as a candidate for this position?*

# INDIA ASSOCIATION OF PHOENIX

## Youth Committee Officers- Position descriptions

### All officers:

- ◆◆ Mandatory attendance at 90% or more in all meetings and events.
- ◆◆ Good teamwork ability.
- ◆◆ Actively participate in events and help out each other.
- ◆◆ Be creative and think about motivating others.
- ◆◆ Show respect towards others, IA Board Members, and their opinion.
- ◆◆ Put the 6 pillars of character that you learn in school to practice.

### President

- ◆◆ Put together all agendas.
- ◆◆ Lead meetings with the youth committee coordinator.
- ◆◆ Represent the youth committee.
- ◆◆ Attend the India Association Board Meetings upon request.
- ◆◆ Promote participation in the India Association youth committee.
- ◆◆ Provide incentives to encourage involvement.
- ◆◆ Coordinate youth committee activities.

### Vice-President

- ◆◆ Assist and collaborate with the President for all activities listed under the President's role.
- ◆◆ Serve in the President's role in his/her absence.

### Secretary

- ◆◆ Must attend all meetings.
- ◆◆ Keep a record of all youth committee activities.
- ◆◆ Maintain *detailed* minutes at every meeting.
- ◆◆ Complete other tasks as designated by the President or Vice-President.

### Co- Secretary

- ◆◆ Work with Secretary and share some of the responsibilities.
- ◆◆ Fill in during his/her absence.

### Treasurer

- ◆◆ Estimate and manage finances that are related to Youth Committee activities.
- ◆◆ Keep a record of all sales activities and the income generated out of those.
- ◆◆ Co-ordinate with YC Director to reconcile the accounts.
- ◆◆ Come up with other income generating strategies.

### Co- Treasurer

- ◆◆ Work with Treasurer and share some of the responsibilities.
- ◆◆ Fill in during his/her absence.

### Event Coordinator

- ◆◆ Organize meeting times and locations.
- ◆◆ Contact all members prior to meetings to get an accurate count for attendance.
- ◆◆ Keep an active communication with all members.
- ◆◆ Stay up-to-date with the youth committee coordinator and President

## INDIA ASSOCIATION OF PHOENIX

### **Co-Event Coordinator**

- ◆◆ Work with Event Coordinator and share some of the responsibilities.
- ◆◆ Fill in during his/her absence.

### **Membership Director**

- ◆◆ Promote youth committee membership.
- ◆◆ Maintain updated lists of members.
- ◆◆ Assist with and update the profiles of the youth committee.

### **Co- Membership Director**

- ◆◆ Work with Event Coordinator and share some of the responsibilities.
- ◆◆ Fill in during his/her absence.

### **Publicity/Creativity Director**

- ◆◆ Assist the youth committee coordinator to write descriptions for the profiles of the youth committee.
- ◆◆ Create flyers and other publicity items as necessary

### **Co- Publicity/Creativity Director**

- ◆◆ Work with Event Coordinator and share some of the responsibilities.
- ◆◆ Fill in during his/her absence.