

The Overcoming Hurdles In Ohio Youth Advisory Board

www.fosteractionohio.org

We exist to be the knowledgeable statewide voice that influences policies and practices that impact youth who have or will experience out of home care.

Duties of the President:

- Must be an impartial judge of the abilities of others and determine where they can make the best contribution.
- Keeps informed of member's progress and sees that the board is always moving forward.
- · Never interjects personal opinions nor dominates the meeting

Duties of the Vice President:

- Presides at meetings and other functions in the absence of the President.
- Must be well informed of the issues and skilled in handling the board's business.
- Must be prepared to assume the office of President when necessary.

Duties of the Media Spokesperson:

- Establishes contact between the local news media and newspapers.
- Develops news releases related to the Board and distributes them to the media, after fellow Officers approve the wording
- Includes the "who, what, when, where, why and how" a description of the activity and how it impacts the community.

Duties of the Secretary:

- Takes minutes during each OHIO YAB statewide meeting.
- · Takes minutes during each Officer phone call.
- · Assists in developing agendas for OHIO YAB meetings and phone calls

Duties of the Parliamentarian:

- Helps to keep the peace
- Helps make sure Board members and Officers listen to one another
- Brings issues to a satisfactory conclusion when sensing a discussion is dragging or being monopolized.

Duties of the Treasurer:

- · Assists in developing the budget
- · Keeps track of board expenses
- Assists in fundraising for the OHIO YAB