

## **Young Professionals Advisory Committee (YPAC)**

### **Role of the Secretary**

---

The Secretary of the Young Professionals Advisory Committee (YPAC) of the Cleveland Council on World Affairs will undertake the following duties and responsibilities in the course of their tenure. The Secretary serves at the pleasure of the Council and may therefore have their officer position revoked or membership rescinded at any time by the Council as deemed necessary and appropriate by the organization.

In their role, the Secretary shall:

- Oversee committee communication matters, including how YPAC members engage in formal communication with each other between meetings;
- In partnership with the YPAC President and CCWA representative, create meeting agenda documents for upcoming YPAC meetings and distribute to membership once approved;
- Take minutes at biannual YPAC meetings, including who was in attendance, key issues discussed, issues voted on, controversial points, and action steps;
- Send minutes for approval to the YPAC President and CCWA representative by the week following the meeting;
- Distribute approved minutes to YPAC members following each meeting for review by the membership and again before the subsequent meeting at which the minutes will be formally accepted by the committee;
- Create and distribute, in partnership with CCWA and YPAC President, YPAC member meeting packets with pertinent information and documents ahead of each meeting;
- Take lead on storing and archiving YPAC documents, including meeting agendas, minutes, and other pertinent documents, in accordance with CCWA guidelines;
- Contribute to the work of YPAC, engaging young people with the work of CCWA; and
- Act at all times in a way that is in accordance with the rules and expectations of YPAC and that benefits CCWA.