

GRADES OF GREEN YOUTH BOARD OF ADVISORS DESCRIPTION OF BOARD POSITIONS

As a Youth Board member, you are eligible to be appointed to one of five positions available.

1. Chair of the Board

- The Chair will act as the President of the board and will be responsible for conducting all of the meetings. The chair will work closely with Grades of Green staff to organize and conduct board meetings.

2. Secretary

- The secretary is responsible for taking notes during the board meetings as well as compiling each board member's activities into a spreadsheet which will be shared with the entire board.

3. Newsletter Coordinator

- The Newsletter Coordinator will work with Grades of Green Staff to create and write the monthly Youth Board Newsletter, *Trash Talk*.

4. Outreach Coordinator

- The Outreach Coordinator will research events, activities, companies, and non-profits related to the Grades of Green Youth Board that may offer speaking engagements and other events for the Youth Board Advisors to participate in.

5. Press Relations (PR) Coordinator

- The PR Coordinator is responsible for finding ways to publicly recognize and celebrate the success of the Youth Board and their activities, community involvement, etc. This may include reaching out to local newspapers and other media outlets.

If you are interested in one of these positions, or have questions regarding the responsibilities of the positions offered, please notify Grades of Green Director of Communications Kim Martin at Kimm@gradesofgreen.org and/or Programs and Outreach Coordinator Allie Bussjaeger at AllieB@gradesofgreen.org