FORT WORTH YOUTH INTERNATIONAL
EXECUTIVE BOARD ELECTIONS

Terms of Office:
One year, beginning with the election meeting in the spring/summer of general membership.

Eligibility Criteria for Office:
• All candidates for office must be high school level and currently in 8th-11th grade.
• All candidates for office must have had some experience with FYI or Fort Worth Sister Cities International.
• Those running for President and Vice President must have previously been a member of the FYI Executive Board.
• Officers will be required to attend planned meetings.
• If 3 or more meetings are missed, officer will be removed from the board.

Election Procedures:
• A prepared slate of officer candidates will be presented with advance notice to Sister Cities
• Nominations and self-nominations will be accepted from the floor during the last general meeting for open positions
• A nominee must express approval of his or her nomination.
• Nominees must be present at the time of election.
• All candidates give a two-minute campaign speech on “Why he or she would be elected for position.”

Youth Advisors and FWSCI Staff may appoint At Large Members to the Executive Board at the conclusion of the election process.

The year’s Harashin Scholars are voted in as At Large Members at this time and may also run for office if they meet criteria.

Duties of Officers

President:
1. Serve on the FW Sister International Board of Directors and preside at all FYI meetings.
2. Keep advisors informed about FYI activities.
3. Represent FYI at quarterly meetings, conventions and Sister Cities activities.
4. Provide communication and coordination between officers of the Executive Committee.
5. Attend all youth functions.

Vice President of Programs:
1. Plan and organize programs for the monthly meetings with input from board.
2. Contact guest speakers, get information for introductions, and introduce speakers at meetings.
3. Work with the Public Relations Officer on publicizing events.
4. Preside when President is not available.
5. Attend all youth functions.

Secretary:
1. Keep minutes of all meetings and events and maintain updated meeting roster.
2. Send out reminders and minutes to officers within one week of the meeting of event.
3. Write thank-you notes as needed for special guests.
4. Coordinate accurate events information with Public Relations Officer.
5. Preside when president and vice president are not available.
6. Attend all youth functions.

**Public Relations Officer** (Must have demonstrated writing abilities)
1. Work with the Sister Cities office to publicize events.
2. Design fliers for all FYI activities for SCI website and Facebook.
3. Publicize all youth events through local media/website
4. Develop a local Speakers Bureau to make presentations to promote youth programs.
5. Attend all youth functions.

**Community Outreach/Membership**
1. Design & coordinate one or more FYI service projects during the academic school year.
2. Work with public relations officer to promote FYI activities in the community.
3. Contact and welcome new members and assist in recruiting new members
4. Attend all youth functions.

**Fund Raising Officer**
1. Coordinate and implement the Sundance Santa program designed to raise funds for youth scholarships.
2. Work with Public Relations Officer to publicize Sundance Santa events.
3. Attend all youth functions.

**Cultural Orientations Officer:**
1. Create and coordinate one or more cultural orientations for Youth Ambassador Exchanges.
2. Work with FWSCI staff to provide appropriate program to compliment established orientation events.
3. Promote FYI and its activities during cultural orientation program.

**At Large Members:**
Youth Advisors and FWSCI Staff may appoint At Large Members to the executive board at the conclusion of the election process. At Large Members are expected to fulfill the same duties as other executive board members, and to be prepared to take on the role of any absent board member.

*All Harashin Scholars are voted in as At Large Members and may run for office based on set criteria.

**Deputy Positions**
With the exception of President, Vice President and Secretary, all officers may have a Deputy Officer. The Deputy Officer will assist with all duties of office. Close communication is expected between them to ensure all duties are carried out. The Deputy is a member of the Executive Board and expected to attend all general and executive youth meetings; though Officer or Deputy may cover each other at a meeting if absence is unavoidable.