

# **LYO OFFICER JOB DESCRIPTIONS**

## **President**

- Provide leadership to the LYO Board through personal example, vocal encouragement and accountability, and a faith-filled positive attitude.
- Conduct all meetings of the Synod LYO Board.
- Represent the youth of the NE MN Synod at all functions on all levels of the church.
  - Attend Synod Council meetings as youth representative.
  - Attend The ELCA Youth Leadership Summit\* typically held the first weekend of November (Thursday – Sunday)
    - *\*The fall preceding the ELCA Youth Gathering, this opportunity may be given to a high school youth attending the ELCA Youth Gathering in order to participate in training at this event for the Synod Day at the ELCA Youth Gathering.*
- Work with Synod Coordinator of Youth Ministry to prepare an agenda for all meetings.

## **Vice President**

- Assume duties of the President in the absence of the President.
- Attend Synod Council meetings in the absence of the President.
- Assign or conduct devotions for all meetings of the Synod LYO Board.

## **Secretary**

- Keep accurate minutes of all meetings.
- Send minutes of previous meeting to all members of the Board within one week of the meeting.
- Assist adult team members to verify that members have received email or Facebook notifications sent by Coordinator of Youth Ministry, Adult Team members or other. Follow up with members who have not responded that notifications were received.
- Attend Synod Council meetings in the absence of the President and Vice President.

## **Treasurer**

- Collect Mileage Reimbursement Forms from Adult Team members.
- Recruit a team to count offering taken at events. Oversee the counting and provide the Coordinator of Youth Ministry a written account of the total.
- Attend Synod Council meetings in the absence of the President, Vice President and Secretary.