

Federation Job Descriptions & Roles

The following represents the expectations and responsibilities of each federation officer. Please note that the necessary training will be provided for each office/position.

President

- Be familiar with and in support of the yearly CSAYYA strategic goals and assist the conference youth director in accomplishing those goals in the respective federation.
- Be responsible for the smooth operation of all federation activities by leading out in organizing and implementing the programs.
- Chair all federation meetings.
- Appoint federation officers where necessary (those listed and any vacant offices or positions).
- Provide support for federation officers in their respective roles and hold them accountable to fulfill their responsibilities.
- Work with Youth Director to secure guest speakers based on the recommendation of the federation committee.
- Provide support to the AYM leaders of the churches within their federation where needed.
- Serve on the Conference Youth Advisory and participate in a bi-monthly phone or videoconference.

Vice President (appointed by the President)

- Be familiar with and in support of the yearly CSAYYA strategic goals and assist the conference youth director in accomplishing those goals in the respective federation.
- Assist in the planning and implementation of all programs and activities.
- Work closely with the President to provide counsel, and assistance in fulfilling the federation responsibilities.
- Work closely with the President and stand ready to step in and assume the duties of President if necessary.

Secretary

- Be familiar with and in support of the yearly CSAYYA strategic goals and assist the conference youth director in accomplishing those goals in the respective federation.
- Record minutes of federation committee meetings.
- Responsible for keeping records of all federation transactions.
- Provide minutes at each federation meeting.
- Responsible for all internal federation communication.
- Attend all federation meetings (assistant secretary can fill in where needed)
- Appoint assistant secretary.
- Record all statistics relevant to federation meetings or proceedings (form(s) provided)

Assistant Secretary (appointed by President and Secretary)

- Be familiar with and in support of the yearly CSAYYA strategic goals and assist the conference youth director in accomplishing those goals in the respective federation

- Serve in the absence of the secretary.
- Assist in recording meeting and federation data when necessary

Treasurer

- Be familiar with and in support of the yearly CSAYYA strategic goals and assist the conference youth director in accomplishing those goals in their respective federation
- Be responsible for all federation funds, disbursing fund only at the expressed authorization of the federation committee.
- An account will be made at the conference in the name of the federation and money from that account will disbursed to a checking account set up in the name of the federation
- Account for all funds of the federation.
- Present a financial report at each meeting and at other times deemed necessary by the committee.
- Attend all federation committee meetings.

Assistant Treasurer (appointed by the President and Treasurer)

- Be familiar with and in support of the yearly CSAYYA strategic goals and assist the conference youth director in accomplishing those goals in the respective federation
- Assume duties of the treasurer if the treasurer is unable to carry out his/her duties.
- Attend all federation committee meetings.

Chaplain

- Be familiar with and in support of the yearly CSAYYA strategic goals and assist the conference youth director in accomplishing those goals in the respective federation
- Be responsible for the devotional activities of the federation, lead in choosing speakers for federation events, and help to maintain a spiritual atmosphere at all federation meetings.
- Promote the Youth Evangelism Academy and Bible Bowl
- Lead out in facilitating the CSAYYA eWeek of Prayer
- Attend all federation committee meetings

Communication/Public Relations

- Be familiar with and in support of the yearly CSAYYA strategic goals and assist the conference youth director in accomplishing those goals in the respective federation.
- Responsible for promoting and advertising all activities of the federation in a timely manner through flyers, posters, emails, social media, word of mouth, etc.
- Coordinate all photography or videography for federation events.
- Manage federation content (announcements, etc) for the CSAYYA website.
 - o This can be done directly or by sending info, pictures, and videos directly to the youth director.
- Attend all federation committee meetings

Music Coordinator

- Be familiar with and in support of the yearly CSAYYA strategic goals and assist the conference youth director in accomplishing those goals in the respective federation.
- Responsible for coordinating all music for federation events.

- Solicit choirs, praise teams, soloists, etc for federation services.
- Serve on the music team for The Summit and other conference wide events.
- Attend all federation committee meetings.

Social Coordinator (appointed by the president or youth director)

- Be familiar with and in support of the yearly CSAYYA strategic goals and assist the conference youth director in accomplishing those goals in the respective federation.
- Responsible for coordinating all federation social and recreational events.
- Plan and promote at least one social/recreational activity per quarter.
- Attend all federation committee meetings.

Sports Coordinator

- Be familiar with and in support of the yearly CSAYYA strategic goals and assist the conference youth director in accomplishing those goals in the respective federation.
- Responsible for promoting healthy activity within the federation.
- Serve as the local commissioner for the CSAYYA Sports League
- Serve on CSAYYA Sports Advisory
- Attend all federation committee meetings.

iServe Coordinator (Outreach)

- Be familiar with and in support of the yearly CSAYYA strategic goals and assist the conference youth director in accomplishing those goals in the respective federation.
- Coordinate a quarterly outreach activity for the federation.
- Assist churched within the federation with finding outreach opportunities.
- Assist in planning outreach for The Summit
- Attend all federation committee meetings.

Temperance Coordinator

- Be familiar with and in support of the yearly CSAYYA strategic goals and assist the conference youth director in accomplishing those goals in the respective federation.
- Serve on the conference Temperance Advisory
- Work closely with the conference Temperance Coordinator to plan and execute federation level run-offs.
- Promote local temperance run-offs among local churches and attend where possible.

Young Adult Coordinator

- Be familiar with and in support of the yearly CSAYYA strategic goals and assist the conference youth director in accomplishing those goals in their respective federation.
- Responsible for coordinating, planning, and executing one young adult activity per quarter.
- Serve on the conference Young Adult Advisory
- Work with Conference Young Adult Coordinator to organize Young Adult Retreat.
- Attend all federation committee meetings.

All main officers are advised to find mentees after their first six months in office. These mentees will be groomed to serve the federation in the future.



OFFICER JOB DESCRIPTIONS

All special committee members are advised to form committees made of individual who are trustworthy and willing to contribute to the success of the federation. (Social, Temperance, iServe, Sports, Young Adult, Music).