

UN YOUTH AUCKLAND

ANNUAL GENERAL MEETING 2018

At the 2018 UN Youth Auckland Annual General Meeting, we will be electing the 2019 Auckland Regional Council. The AGM will take place from 6.30pm on the **3rd of October 2018** in **Case Room 3 (260-055)** at the University of Auckland.

For any general questions about the AGM, please contact the 2018 Auckland President, Dayeon Lee, at dayeon.lee@unyouth.org.nz. For any questions about the election process please contact the Returning Officer, Seraphina Koo, at seraphina.koo@unyouth.org.nz.

The AGM will begin with the 2018 Regional Council reporting their activities of UN Youth Auckland throughout the year. An election for the 2019 Regional Council will follow after this session.

Written Reports of the 2018 Regional Council will be made available on the UN Youth website one week prior to the AGM.

ELECTION PROCESS

To run for a position on the Regional Council, please send an email to the Returning Officer, Seraphina Koo. Nominations will close two weeks prior to the AGM at 11.59pm on Wednesday 19th September.

Nominations must include:

- Nominee's name
- Role(s) nominated for
- The name of one current UN Youth member who supports the nominee's nomination (the "nominator")
- A high-quality photograph of yourself
- A nomination blurb of no more than 300 words describing yourself, your reasons for running for the position, your vision for the role, and/or any other relevant information

Exactly one week prior to the AGM, the list of candidates nominated will be made public in two ways:

- A list of candidate's names, nominators, and nomination blurbs will be released as a PDF on the UN Youth Auckland website
- A photo album will be published on the Facebook event page with the photographs of each nominated candidate accompanied by their nomination blurb

Proxy voting will be open from this time until votes are counted for the election during the AGM.

Please note that all nominees will be required to give a short speech, followed by a question and answer session. Each session will last **10 minutes for Presidential candidates**, and **5 minutes for other candidates** (e.g. 5 minutes speaking and 5 minutes Q&A)

AUCKLAND REGIONAL COUNCIL POSITIONS 2019

This document presents an overview of the positions which are available to run for in the upcoming AGM. This document seeks to give a practical description of the various roles available on the Council based on how Council has operated in 2018. This means that much of these descriptions are subject to change depending on the vision of the 2019 Council. For the strict constitutional duties of each role, please see the UN Youth Auckland Constitution.

PRESIDENT

The President provides leadership, strategy, and vision to the region. They oversee the activities of UN Youth within the Auckland region and represents the region nationally. Their responsibilities include:

- Working with other council members to develop a clear strategic plan for their team while guiding and managing the Regional Council
- Overseeing and supporting all regional operations
- Liaising with the UN Youth National Executive and reporting to National Council
- Educating the Regional Council on UN Youth's processes and how to use our resources
- Facilitating the personal and professional development of the members of the Regional Council
- Overseeing the appointment of volunteers to event committees
- Representing UN Youth Auckland at events
- Exploring sponsorship options for the region
- Training the Regional Council to use UN Youth national resources, with the assistance of other portfolios where applicable
- Ensuring the Regional Council is informed and updated about the wider organisation and promoting involvement in decision-making at a national level
- Keeping hold of the UN Youth credit card and ensuring that it is not shared amongst members

VICE-PRESIDENT (UNIVERSITIES)

The Vice-President for Universities, in conjunction with the President, develops the strategy and vision, and provide oversight for the implementation of the region's tertiary programme. Their responsibilities include:

- Leadership and oversight of the Auckland Tertiary programme
- Appointment and management of tertiary event committees
- Developing and supporting volunteers on the committees reporting to them
- Promoting participation in UN Youth's tertiary programmes and events, both regionally and nationally
- Seeking to promote UN Youth on other university campuses in the Auckland Region

VICE-PRESIDENT (HIGH SCHOOLS)

The Vice-President for High Schools, in conjunction with the President, develops the strategy and vision and provides oversight for the implementation of the region's high school programme. Their responsibilities include:

- Leadership and oversight of the Auckland High Schools programme
- Appointment and management of High School event programme
- Developing and supporting volunteers on the committees reporting to them
- Promoting participation in UN Youth's High Schools programmes and events, both regionally and nationally
- Seek and maintain relationships with Auckland High Schools and teachers

SECRETARY

The Secretary manages the administration of the Auckland region and its engagement with members. Their responsibilities include:

- Planning and managing the UN Youth club stall during orientation week
- Recording and distributing minutes from Regional Council meetings, including clear action points to each Council member
- Maintaining email lists for Tertiary and High School students and teachers
- Liaising with the University of Auckland Business School and Clubs Office for room bookings

TREASURER

The Treasurer oversees the region's finances and aims to ensure that the region is financially sustainable. Their responsibilities include:

- Creating and continually updating the Regional budget
- Assisting event committees in the preparation of event budgets and ensuring they are approved via the Regional Council and/or the National Executive
- Identifying opportunities for new spending, scholarships, and grants for the region
- Taking responsibility for the record-keeping of receipts
- Providing financial guidance and expectations to event committees and other volunteers in ensuring all members are aware and skilled on all UN Youth financial practises
- Providing support to event committees on how to organise catering and other logistics
- Using Xero to process transactions and training other volunteers on how to use it

MĀORI AND PASIFIKA LIAISON

The MPI Liaison role involves working to improve the representation of Māori and Pacific communities in UN Youth. Their responsibilities include:

- Developing an effective strategy to improve the representation of Māori and Pacific communities in UN Youth
- Working to achieve the vision of the UN Youth Tikanga policy
- Supporting outreach event efforts where the goals of the events are aligned with the role
- Supporting event committees to run pōwhiris and incorporate Māori culture where appropriate

GENERAL MEMBERS (3)

The UN Youth Auckland constitution sets out roles for 3 general members but does not define what the roles of the 'general member' entail. This means that the roles of the people that have been elected as general members will be decided by the 2019 Regional Council after the election.

As a guide, the roles taken on by general members in 2017 and their responsibilities were the following:

High School Ambassador Programme Coordinator

- Running the HSA appointment process including reading written applications, running interviews, and selecting approximately 70 candidates
- Running HSA training workshops
- Developing content for the Model UN in the classroom programme
- Communicating with HSAs throughout the year to get them to promote events
- Supporting HSAs to run Model UN in the classroom events
- Attending some Model UN in the classroom events and finding volunteers for others

Public Relations Manager

- Overseeing all promotions and marketing material undertaken by the region
- Management of the UN Youth Facebook Page
- Working with event committees to develop their promotional strategies and the content they need to advance those strategies

Regional Educations Manager

- Oversees the educational components produced by the Auckland regions
- Working with event committees to advise them for a developed educational content