

# UN YOUTH AUCKLAND

## 2019 ANNUAL GENERAL MEETING

UN Youth Auckland will be holding our 2019 Annual General Meeting (AGM) at 6:00pm on Wednesday 2nd October 2019 in 260-009 (Case Room 4) at the University of Auckland Owen G Glenn Building (12 Grafton Road).

The 2019 Auckland Regional Council will provide an overview of their tenure followed by an election for the 2020 Auckland Regional Council. The 2019 Auckland Regional Council reports will be available on the UN Youth website one week prior to the AGM.

Questions may be directed to Teresa Lee, the President, at [teresa.lee@unyouth.org.nz](mailto:teresa.lee@unyouth.org.nz).

### ELECTION PROCESS

Please email the Sophie Andrews, the AGM's Returning Officer, to run for a position on the 2020 Auckland Regional Council. Nominations will close **two weeks prior** to the AGM at 11:59PM on Wednesday 18 September.

The nomination email must include:

- Nominee's full name
- Role(s) nominated for
- Nominator's full name - the nominator must be a current UN Youth member who supports the nominee
- A high-quality photograph of yourself
- A nomination blurb describing yourself, your reasons for running for the position, your vision for the position, and any other relevant information - keep this under 300 words

One week prior to the AGM, proxy voting will open and the list of candidates nominated will be made public in two ways:

- A list of candidates' 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.

Nominees **must** attend the AGM and give a short speech followed by a question and answer session. Presidential candidates will be given 5 minutes speaking and 5 minutes question & answer time. All other candidates will be given 2.5 minutes speaking time and 2.5 minutes question & answer time.

## AUCKLAND REGIONAL COUNCIL ROLES

Below is an overview of the roles on the Auckland Regional Council. The listed responsibilities are based on the 2019 officer holders. Therefore, these responsibilities may change depending on the vision of the 2019 Auckland Regional Council.

### PRESIDENT

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

- Liaising with the UN Youth National Executive and reporting to National Council
- Educating council members on UN Youth's processes and resources
- Updating council members on the wider organisation and providing opportunities for involvement in decision-making at a national level
- Working with council members to develop a clear strategic plan
- Facilitating the personal and professional development of council members
- Overseeing and supporting all operations under each portfolio
- Overseeing the appointment of volunteers to organising committees
- Exploring sponsorship opportunities
- Ensuring safekeeping of the UN Youth credit card
- Representing UN Youth Auckland at events

### VICE-PRESIDENT OF UNIVERSITIES

The Vice-President for Universities works with the President to develop a vision and implement strategies for the tertiary programme. Their responsibilities include:

- Overseeing the operations of the tertiary programme
- Appointing and interviewing the organising committees for tertiary events
- Supporting volunteers on the organising committees for tertiary events
- Promoting participation in the tertiary programme, both regionally and nationally
- Promoting UN Youth at all universities in the Auckland region
- Exploring collaboration opportunities

### VICE-PRESIDENT OF HIGH SCHOOLS

The Vice-President for Universities works with the President to develop a vision and implement strategies for the the high schools programme. Their responsibilities include:

- Overseeing the operations of the high schools programme
- Appointing and interviewing the organising committees for high school events
- Supporting volunteers on the organising committees for high school events
- Promoting participation in the high schools programme, both regionally and nationally
- Promoting UN Youth at all high schools in the Auckland region
- Exploring collaboration opportunities

## SECRETARY

The Secretary manages the administrative duties of the Auckland region. Their responsibilities include:

- Planning and managing the UN Youth club stall during orientation weeks
- Planning and managing the UN Youth volunteer social events
- Recording and distributing minutes from meetings, including clear action points
- Maintaining email lists for tertiary and high school members
- 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 the region is financially sustainable. Their responsibilities include:

- Creating and updating the Auckland budget
- Providing organising committees with financial guidance and expectations around UN Youth's financial processes
- Assisting organising committees in preparing budgets and ensuring they are approved by the National Finances Officer
- Assisting organising committees with catering and other logistics
- Identifying opportunities for new scholarships and grants
- Taking responsibility for record-keeping of receipts
- Using Xero to process transactions and training other volunteers to use it

## MAORI AND PASIFIKA LIAISON

The Maori and Pasifika Liaison focuses on improving the representation of Maori and Pasifika communities in our region. Their responsibilities include:

- Developing an effective strategy to improve representation and accessibility
- Promoting the Tikanga policy within the council, organising committees, volunteers and participants
- Assisting in the organisation of outreach events and initiatives
- Supporting organising committees in implementing Tikanga at events

## GENERAL MEMBERS

The UN Youth Auckland constitution sets out three general member roles but specific roles are not outlined. The roles of the 2019 Auckland Regional Council will be determined after the election.

As a guide, the roles taken on by 2018 general members and their responsibilities are below.

### *High School Ambassadors Programme Coordinator*

- Appointing the HSA committee and HSAs through reading applications and holding interviews
- Fostering a warm, friendly and inclusive culture amongst HSAs
- Training HSAs on UN Youth processes, welfare considerations and the expectations of their leadership role
- Creating new educational and promotional content throughout the year for ambassadors to utilise during in-school workshops and events
- Organising tertiary volunteers for in-school events
- Liaising with schools and teachers to provide information about the programme and details on how they can support their ambassadors
- Promoting the programme to schools that do not have an established UN Youth presence
- Informing HSAs for UN Youth events to promote at school

### *Communications Officer*

- Overseeing all promotional and marketing material
- Managing the UN Youth: Auckland Region Facebook page
- Working with organising committees to develop their promotional strategies and create content

### *Education Officer*

- Overseeing the educational content produced by organising committees
- Working with organising committees to develop educational visions