

Application Form

Available Roles:

PRESIDENT/ VICE PRESIDENT (VP)

Overview: The president helps everyone in Connect Youth Ambassadors work together and does everything possible to make each ambassador feel at home and take part in the network—discussions, activities, and events.

The president doesn't just put in their ideas but will also be involved in planning meetings with the facilitators.

The VP will assist the President in these roles and take up an interim President role if they are absent.

Duties:

- Exhibit good leadership qualities and serve as a role model to the Ambassadors.
- Work collaboratively with the Project Officer and Work Coaches to plan future meetings and events (date, time, and agendas).
- Make appropriate arrangements beforehand with the vice-president if you can't preside at a meeting.
- Ensure that the meeting space is ready and that meetings start and end on time.
- Actively seek Ambassador input and be sure to listen to their ideas to put them forward at planning meetings.

SECRETARY

Overview: The secretary/note taker is one of the most important participants in an Ambassador meeting. The note taker has the task to report all details of the meeting with the goal of summarising the content in a way that everyone is able to comprehend what is being discussed and decided during the meeting.

Duties:

- Present action items and deadlines clearly by using bullets, underlining, or bolding keywords so attendees can see at a glance what is expected.
- Capture key moments of discussion and decision-making.
- Distribute notes to facilitators in a timely manner.

Personal Information	
Full Name	
Mobile Number/ Email Address	

Position Information	
Desired Role	
Why are you interested in this role?	
What skills do you think you could bring to this role/ why do you think you would be good for this role?	
Why is the Connect Youth Ambassadors important for young people?	

DEADLINE FOR APPLICATIONS IS **FRIDAY 26TH APRIL**. PLEASE HAND THEM IN AT THE YOUTH HUB TO A WORK COACH. YOU WILL BE CONTACTED BY WEDNESDAY 1ST MAY REGARDING THE RESULTS.