

Officer Structure, Roles, and Expectations

President

- **Requirements:**
 - Have at least 1 year of experience in a Student Y Chapter OR attended at least two KYMCA programs
 - Maintain a GPA of at least 3.0
 - Willing to commit their time to the betterment of the members, school, and community
- **Role/Responsibilities:**
 - Work closely with school advisor to affiliate during Summer/Fall or Winter/Spring affiliation period
 - Develop ways to recruit students
 - Plan kick-off meeting
 - Participate in Student Y webinars/trainings
 - Facilitate team action planning process
 - Set meeting schedule and agendas for the year
 - Reach out to community members/guest speakers for chapter meetings
 - Chair each chapter meeting
 - Work with VP and student volunteers to prepare and submit chapter reports and highlights in a newsletter that will be sent to students and Rianna
 - Complete all modules in Student Y Toolkit for each month
 - Make sure deadlines are met for all KYA, KUNA, GFI, and LTC registrations
- **Expectations:**
 - Act as an ambassador for the KYMCA
 - Be a tone setter and leader
 - Assist students within each chapter to meet goals

Vice President

- **Requirements:**
 - Have at least 1 year of experience in a Student Y Chapter OR attended at least two KYMCA programs
 - Maintain a GPA of at least 3.0
 - Willing to commit their time to the betterment of the members, school, and community
- **Role/Responsibilities:**
 - Assist president with the action planning process to ensure local and global service projects are completed throughout the year

- **Attend Student Y Officer webinars if President is unable**
- **Plan and execute chapter fundraising events**
- **Work with the Civic Engagement Chair to promote voter registration and education throughout the year**
- **Complete all modules in Student Y Toolkit for each month**
- **Work with President and student volunteers to prepare and submit chapter reports and highlights in a newsletter format that will be sent out to students and Rianna**
- **Make sure deadlines are met for KYA, KUNA, GFI, and LTC registrations**
- **Expectations:**
 - **Act as an ambassador for the KYYMCA**
 - **Be a tone setter and leader**
 - **Assist students within each chapter to meet goals**

Secretary

- **Requirements:**
 - **Have at least 1 year of experience in a Student Y Chapter OR attended at least one KYYMCA program**
 - **Maintain a GPA of at least 3.0**
 - **Willing to commit their time to the betterment of the members, school, and community**
- **Role/Responsibilities:**
 - **Maintain and update digital chapter database**
 - **Track chapter attendance for each meeting and report to Rianna**
 - **Take meetings notes and send to students and Rianna**
 - **Serve as timekeeper for chapter meetings**
 - **Complete all modules in Student Y Toolkit for each month**
 - **Assist advisor with collecting chapter and conference dues**
 - **Support VP in planning fundraising events**
 - **Support President and VP with the action planning process, to ensure local and global service projects are completed throughout the year**
 - **Remind chapter members to track individual hours on MobileServe**
 - **Report chapter service hours via MobileServe**
- **Expectations:**
 - **Act as an ambassador for the KYYMCA**
 - **Be a tone setter and leader**
 - **Assist students within each chapter to meet goals**

Service Chair

- **Requirements:**
 - Have at least 1 year of experience in a Student Y Chapter OR attended at least one KYYMCA program
 - Maintain a GPA of at least 3.0
 - Willing to commit their time to the betterment of the members, school, and community
- **Role/Responsibilities:**
 - Gauge the passions of all chapter members, and research service opportunities that will best fit the team
 - Utilize service resources from www.kyymca.org
 - Present potential individual, collaborative, and chapter service opportunities at each meeting
 - Complete all modules in Student Y Toolkit for each month
 - Utilize the KY YMCA website to make sure service resources are being used
 - Complete service report forms
 - Take pictures and share chapter service highlights via social media platforms
- **Expectations:**
 - Act as an ambassador for the KYYMCA
 - Be a tone setter and leader
 - Assist students within each chapter to meet goals

Civic Engagement Chair

- **Requirements:**
 - Have at least 1 year of experience in a Student Y Chapter OR attended at least one KYYMCA program
 - Maintain a GPA of at least 3.0
 - Willing to commit their time to the betterment of the members, school, and community
- **Role/Responsibilities:**
 - Work with other executive chairs to organize and implement voter registration drives in the community throughout the year
 - Utilize voter registration drives in the Student Y Toolkit
 - Ensure all voter registration forms and pledge to vote cards are completed, collected, and returned in a timely manner
 - Complete all modules in Student Y Toolkit for each month

- **Work closely with Service Chair to provide community service hours to members who assist in voter engagement events**
- **If attending KYA, work with youth Secretaries of State to help register and promote voter registration on-site**
- **Expectations:**
 - **Act as an ambassador for the KYYMCA**
 - **Be a tone setter and leader**
 - **Assist students within each chapter to meet goals**

Student Y Officer Election Process

For continuing Student Y Affiliates:

- 1. Election process for new school year will begin in April of previous school year**
- 2. All candidates must write a speech addressing:**
 - a. Their experience with Student Y and/or KYMCA programs;**
 - b. Why they want to be an officer**
 - c. Goals of their time serving in Student Y**
- 3. All candidates will present speech to chapter during single meeting**
- 4. Chapter members will anonymously vote for each officer position**
- 5. Advisor will tally votes after meeting and present winners at next meeting**

Current officers will meet with new officers during a special meeting (if applicable) to discuss their time serving and offer advise/helpful tips for new officers

For new Student Y Chapters:

- 1. The student who starts the chapter works with the advisor to fulfill the officer roles through interviews with potential officers asking the following questions:**
 - a. Why do you want to be an officer?**
 - b. What are goals you have for this chapter during your time as an officer?**
 - c. Are you familiar with the KYMCA? Why do you want to be a part of Student Y?**

The advisor of the chapter affiliate will work with the KYMCA Program and Chapter Coordinator to choose the students who will fulfill these roles