



## YOUTH COMMITTEE CHAIR

The Jamaican Canadian (JCA) is seeking qualified candidates to run for the position Youth Committee Chair at the upcoming Annual General Meeting (AGM).

### QUALIFICATIONS/SKILLS:

- Volunteer or work experience in leading a team
- Computer skills and knowledge of Microsoft Teams and Windows 365, videoconferencing platforms
- Report writing skills
- Ability to conduct a meeting
- Knowledge of the secondary and post secondary education systems
- Team building and recruitment skills

### TERM:

- The Youth Chair position is elected to serve a two (2) year term

### REQUIREMENTS:

- Must be a member of the JCA
- Ability to build committees, engage diverse youth and work with volunteers
- Passionate about youth engagement
- Experience planning and executing events
- Ability to create and present reports to the JCA Board of Directors and at General Membership meetings.
- Able to work independently and lead a team of volunteers in a fast paced, intense working environment
- Knowledge of social and other issues impacting the Jamaican, Black, Caribbean and African Canadian communities
- Experience building partnerships internally and externally to achieve the organization's objectives
- A minimum time commitment of up to 40 hours per month (includes report writing, preparation time, meetings, appearances and committee work)

### MAJOR DUTIES:

- Engage youth within and outside of the JCA
- Create/build/expand youth engagement within the organization
- Convene a youth committee that plans youth related activities
- Take initiative to implement planned activities
- Chair regular youth committee meetings
- Report to and provide monthly updates to the Vice President
- Work with volunteers to support the SMTP Program
- Submit to the Vice President the Committee's annual work plan and budget not later than three months (3) prior to the Annual General Meeting for Board's approval
- Prepare and submit a report to the Vice President for each Quarterly and Annual General Meetings