BOARD WORKING METHODS AND DIVISION OF TASKS 2021
BOARD POLICY CLUSTERS

SUSTAINABILITY
Anja Fortuna as lead, Monika Skadborg, Tom Matthew

Climate & Sustainable development
Monika Skadborg
Mandates:
- HLPF
- Anja Fortuna
- ECOSOC Youth Forum
- Anja Fortuna
- COP
- Monika Skadborg

Digital transformation
Tom Matthew

European Youth Capital
Tom Matthew

RIGHTS
Frédéric Piccavet as lead, Maria Rodríguez Alcázar, Panagiotis (Pete) Chatzmichail, Paulina Jalakšová

Youth rights
Paulina Jalakšová
Mandates:
- Fundamental Rights Agency Advisory Body
- Paulina Jalakšová
- CoE monitoring committee for the review of the Recommendation on young people’s access to rights
- Paulina Jalakšová

Social & economic inclusion
Maria Rodríguez Alcázar as lead, Panagiotis (Pete) Chatzmichail supporting

Employment & future of work
Panagiotis (Pete) Chatzmichail as lead, Maria Rodríguez Alcázar supporting

Youth Progress Index
Maria Rodríguez Alcázar
Mandate:
- RYCO Advisory board

DEMOCRACY
Silja Markkula as lead, Simon Lindkær Andersen, Christiana Xenofontos, Nicolai Boysen

Youth participation
Christiana Xenofontos
Mandates:
- EUYD European Steering Group
- Christiana Xenofontos
- CoE North-South Centre & Network of Universities
- Christiana Xenofontos

Future of youth in Europe
Simon Lindkær Andersen
Mandate:
- Youth interest group in the European Parliament
- Simon Lindkær Andersen

Empowering youth organisations
Nicolai Boysen
Mandate:
- AC: Programming Committee on Youth
- Nicolai Boysen

Emerging issues
Simon Lindkær Andersen

GOVERNANCE PORTFOLIOS

COMEMs team
Simon Lindkær Andersen, Tom Matthew

Membership support & capacity building; CBMA contact
Anja Fortuna, Christiana Xenofontos

Alumni
Silja Markkula, Monika Skadborg

Finance team
- Finances & FCC
  Nicolai Boysen
- New partnerships & Fundraising
  Paulina Jalakšová
- VP support to Nicolai Boysen and Paulina Jalakšová
  Frédéric Piccavet

HR
Silja Markkula as lead, she is supported by Frédéric Piccavet and Anja Fortuna

AC elections committee
Maria Rodríguez Alcázar, Nicolai Boysen, Panagiotis (Pete) Chatzmichail

GOVERNANCE DEVELOPMENT TEAMS

Governance review and statutory revision
Silja Markkula as lead
- Statutory meetings revamp
  Simon Lindkær Andersen, Tom Matthew
- Development process of our policy practices; policy programme/book
  Nicolai Boysen, Maria Rodríguez Alcázar, Monika Skadborg
- YFJ Community; strategic lead on creating a volunteering structure
  Anja Fortuna, Paulina Jalakšová, Panagiotis (Pete) Chatzmichail

Developing financial procedures, MO fees
Nicolai Boysen, Paulina Jalakšová

OTHER MANDATES

ICMYO
Anja Fortuna

AC - bureau contact, attending AC meetings, and occasionally CDEJ meetings
Frédéric Piccavet
DECISION-MAKING

- In accordance with article 4.3.3. (Statutes), “The board may validly deliberate provided half of its members are present.” In addition to physical presence, the board considers participation of board members via call or video conference as valid presence. Every board member is responsible to ensure their participation in the discussion. Decisions can be taken online, except in cases where Belgian law does not allow to do so.

MONITORING

- Monthly video reports to continue as the main reporting tool on what’s happening in the different areas of our work. These will be shared with MOs too. As it also goes to the membership, for each of the monthly reports two board members will be included on a rotating basis.
- OKR and budget reallocation (if required) in the summer, combined with a mid-year evaluation of where we’re going

POLICY: BOARD CLUSTERS

- The board members are divided into three different Board Clusters. Each of the Board Clusters act as the main contact point within the board, providing political direction internally on their respective OKRs (see further below for the task division). The day to day management and decisions on the OKR should be taken by the named OKR lead in the staff. This should be transparent as Slack will be our shared and open working space.
- Some of the OKRs are closely related to an external body or platform. The table indicates the primary person from our side to represent the Youth Forum in those spaces, listed as “mandates”. “Other mandates” refers to platforms that don’t necessarily link with one specific board cluster area.
- Clusters are coordinated by VPs & P. They will ensure coordination within and between the clusters.
- In case of something majorly contentious (decisions requiring a change of direction from what the OKR says; something with a significant reputational impact or where MOs are significantly divided), or in case the policy on the matter is not clear or defined, the cluster will bring it to the full board for discussion and decision. It is the responsibility of each member of the cluster to flag to a VP or President if something seems contentious enough and bring it to the board. In case of doubt, this can always be figured out together with the P/VPs.
- Board cluster meetings will be held once a month, with the purpose of providing political direction and discussing any issues related to progress on the OKRs. Reporting to happen mainly through the monthly videos to the board as well as through the OKR slack channels, not during Cluster meetings, both to ensure transparency and so as to use the meetings mainly for the purpose of discussion, planning and solving things.
- Communication between the Cluster meetings to happen mainly in slack, for the sake of internal transparency. Each cluster will have a slack channel together with relevant staff members working on the related OKRs. Work relevant for several clusters will be communicated through the general board-exaf-coordination channel
- The Spokesperson/Lead will be the main contact person in the board on their OKR between Cluster meetings.

EXTERNAL REPRESENTATION

- For each OKR within the Cluster, one board member acts as the main external Spokesperson on the topic. The others in the same Cluster act as backup whenever there’s a need to jump in; this also applies to mandates. If none of the board members within the Cluster are available for the representation, the rest of the board can help out.

GOVERNANCE AREAS

- Governance development portfolios to act as a task force, a small team focusing on developing a specific area and bringing forward a proposal to the board on the way forward (when needed). Liaising & working together with relevant staff.

IDEAL TIME DISTRIBUTION

- The hours below are a vague indication of how time should be allocated between the different tasks, though there will likely be variation between different portfolios as well as the intensity of work from one week to another, especially when travel resumes. Should these be constantly exceeded, or the availability of a board member to change, these can be discussed and addressed with the cluster lead and the president.
  - Board meeting related things: 1 evening meeting per month (2h) + another evening to prepare (2h)
  - Board cluster work (either on one’s own responsibility area or supporting others): 4h per week
  - External representation (including prep): 0–4h per week (during covid times)
  - Governance team work: 2h per week
  - MO-relations & communication: 2h per week