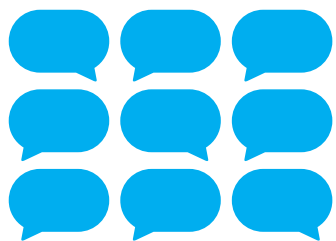


BOARD WORKING METHODS AND DIVISION OF TASKS 2021



european
youth forum

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*, María Rodríguez Alcázar, Panagiotis (Pete) Chatzmichail, Paulína Jalakšová

Youth rights

Paulína Jalakšová

Mandates:

- **Fundamental Rights Agency Advisory Body**
Paulína Jalakšová
- **CoE monitoring committee for the review of the Recommendation on young people's access to rights**
Paulína Jalakšová

Social & economic inclusion

María Rodríguez Alcázar *as lead*, Panagiotis (Pete) Chatzmichail supporting

Employment & future of work

Panagiotis (Pete) Chatzmichail *as lead*, María Rodríguez Alcázar supporting

Youth Progress Index

María Rodríguez Alcázar

Mandate:

- **RYCO Advisory board**

DEMOCRACY

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

Youth participation

Christiana Xenofontos

Mandates:

- **EUJD 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**
Paulína Jalakšová
- **VP support to Nicolai Boysen and Paulína Jalakšová**
Frédéric Piccavet

HR

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

AC elections committee

María 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, María Rodríguez Alcázar, Monika Skadborg
- **YFJ Community; strategic lead on creating a volunteering structure**
Anja Fortuna, Paulína Jalakšová, Panagiotis (Pete) Chatzmichail

Developing financial procedures, MO fees

Nicolai Boysen, Paulína 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