Teen Advisory Committee Positions

Co-Presidents
Officers are the elected Girl Board members chosen by the board of directors for GSSSC. Co-presidents will chair and preside over all committee meetings. Responsibilities include setting meeting agendas, call meetings to order, call for motions to vote or table discussions. Additional duties include fulfilling responsibilities of Girl Board member.

Secretary
One member is elected by committee members to serve a one year term. The secretary is responsible for keeping minutes at all committee meetings. Within 7-10 days of having meeting, minutes must be prepared and sent to all committee members, advisor and Council staff. The secretary may be asked to perform other duties as needed by the committee or by Council.

Newsletter Editor
One member is elected by committee members to serve a one year term. The editor is responsible for coordinating the quarterly TAC newsletter. Responsibilities include reviewing articles for proper content and grammar, compilation of the newsletter and submitting to Advisor for distribution.

Public Information Officer
One member is elected by committee members to serve a one year term. Public Information Officer (PIO) is responsible for being a point of contact for media relation requests, and for creating event flyers related to committee business. Upon receiving notice, PIO will contact interested members to help facilitate the request.

Donor Program Coordinator
One member is elected by committee members to serve a one year term. The coordinator is responsible for delegating and tracking “Thank You” calls to donors. Council will provide Donor list monthly. Duties would include ensuring that calls are made in a timely manner and to provide status updates during each monthly meeting.

Ceremony Liaison
One member would be responsible for coordinating specifically the thank you ceremony to be performed at the annual council meeting. Liaison would facilitate TAC’s ceremony ideas with the staff and/or volunteer committee charged with organizing the council-wide meeting.