



Frederick Youth Commission Responsibilities of Executive Officers

The Frederick Youth Commission shall have six Executive Officers that shall provide collaborative leadership to the Commission for a term of one year with eligibility for re-election. Decisions by the Executive Officers will be made by a simple majority vote of the members present.

Chair: In the 2023 inaugural year this position will be elected. In subsequent years, the position shall be filled by the outgoing vice chair to create cohesion and knowledge transfer. The Chair shall provide leadership to the Commission, keep the commission on track toward reaching common goals. Works closely with the Board appointee.

Vice Chair: Supportive capacity to commission members. Serves as chair in event of chair's absence. Will assume the role of chair in year following term as vice chair.

Secretary: Take meeting minutes and provide notes to the Town Clerk or Designee. Works with the Town Clerk's Office to abide by open meetings laws and to maintain records of the commission.

Deputy Secretary: Supportive capacity to commission members. Serves as Secretary in event of secretary's absence.

Public Relations: Responsible for developing and delivering a clear and pronounced message on behalf of the commission to relevant media outlets and general public. Works directly with the Town's Public Information Officer to accomplish these goals.

Membership Liaison: Assists with initiatives, coordinates the membership and ensures that the commission has a presence at community events and meetings. Responsible for commission recruitment.

Built on What Matters.