



CYC Executive Role Descriptions

CYC Executives – Qualifications and Role Descriptions

The following positions will be elected in the General Assembly:

CYC Chairperson

Role description:

Overall Purpose

The Chairperson is the presiding officer of the Council's Executive meetings. She/he provides leadership to the Council and is the official spokesperson for the body. The Chair's primary role is to ensure that the council is effective and efficient in its tasks of setting and implementing its strategic plan and work priorities. She/he ensures the effective governance of the Executive. The chair is responsible and accountable to the General Assembly and acts as the direct liaison between the Executive committee and the CYC Secretariat, through the Chief Executive

Qualification/skill/experience

The Chair should be an experienced youth leader and advocate with strong organizational skills. The Chair should have a good knowledge and understanding of the youth development issues, relevant work/policy in the Commonwealth and the United Nations and a sound knowledge of rules of order. The Chair should be able to demonstrate that they are competent in six or more of the following areas:

Cluster	Competency	Definition
INTERPERSONAL	Working with others	Develops productive relationships with others, respecting cultural diversity
	Communication	Expresses information clearly and effectively; listens actively; correctly interprets messages and responds appropriately ensuring communication is tailored for the audience and reaches the appropriate stakeholders
	Leadership & Development	Provides and communicates a clear vision, purpose and direction; serves as a role model; proactively develops strategies to achieve objectives. Empowers others to translate vision into results. Is decisive, shows courage to take unpopular stances and drives for change and improvement. Supports own and others' development.
EXPERTISE	Planning & Analysis	Organises and prioritises tasks effectively, whilst monitoring performance against deadlines and milestones; interpreting relevant information effectively in the resolution of a range of issues
	Developing & Applying Professional Expertise	Seeks to proactively develop own expertise, effectively applying knowledge to a range of issues
	Managing Resources	Effectively identifies, deploys and directs resources, such as people or budget inter alia, in order to meet objectives/results
PRICIPLES & VALUES	Accountability	Takes ownership of all responsibilities and honours commitment, delivers output for which one has responsibility within prescribed time, cost and quality standards.
	Respect for Diversity	Building respect, tolerance and understanding of diversity amongst all staff in dealing with clients, external parties and other stakeholders.
	Adhering to Principles and Values	Operates in line with the values and principles of the Commonwealth, striving to support the Commonwealth in pursuit of its aims
DRIVE	Decision Making	Objectively assesses available information, making effective decisions in relation to a variety of issues and taking ownership for them
	Adapting & Innovating	Creates and develops pioneering process, strategy and/or solutions, adapting to changing circumstances and demonstrates flexibility where appropriate.
	Leadership & Development	Leadership & Development falls under Drive and Interpersonal Clusters. See the Interpersonal Cluster for description.

Main Duties

The main duties of the chair are as follows:

- To be the foremost champion and advocate for young people in the Commonwealth
- To promote the CYC through formal and informal networks
- To provide leadership to the executive
- To be accountable to the members and the executive
- To serve as a trustee for the CYC.
- To plan and conduct executive meetings effectively
- To ensure that decisions made at meetings are implemented
- To recommend policy, programmes and actions to advance the CYC
- To ensure proper information for the executive committee members and the General Assembly
- To take to the executive committee for approval all major actions of the CYC
- To ensure that all the executive members involved in the committee's work
- To ensure that the executive committee focuses on the priorities as outlines by the General Assembly
- To prepare formal reports to General Assembly on status of the Council
- To be the principal signing authority on behalf of the council for financial, legal and statutory purposes
- To represent the council to the Commonwealth, youth organizations, governments, international bodies, etc.
- Promotes inter-regional networks and Pan-Commonwealth level networks at all levels with other Inter-Governmental Organisations (IGOs) and International Non-Governmental Organisations (INGOs).
- To govern the organization in keeping with the CYC constitution, by laws and policies
- To periodically assess and work to enhance the executive committee's performance
- To support and manage the Secretary General of the CYC Secretariat

Time Commitment

The demands on the chairperson's time will be significant. The chair person should allow a minimum of 20 hours per week in order to successfully execute his/her duties.

CYC Vice Chairperson (Partnerships and Resources)

Role Description

Overall Purpose

The Vice Chairperson Partnerships and Resources is the lead officer in the Executive responsible for advocating and promoting effective collaboration and partnerships among relevant stakeholders. She/he will take the lead on setting the CYC's budget, report and monitor the financial aspects of the CYC; and will lead the resource mobilization/fundraising efforts on behalf of the Council. The Vice chair will develop joint programmes/projects with partners and will coordinate, monitor and report on such initiatives.

Qualification/skill/experience

The Vice Chair Partnerships and Resources should have sound knowledge of accounting principles, knowledge of resource/financial mobilization and management in an organizational context. She/he will have a sound understanding of how to build and sustain partnerships. The Vice Chair should be able to demonstrate that they are competent in six or more of the following areas:

Cluster	Competency	Definition
INTERPERSONAL	Working with others	Develops productive relationships with others, respecting cultural diversity
	Communication	Expresses information clearly and effectively; listens actively; correctly interprets messages and responds appropriately ensuring communication is tailored for the audience and reaches the appropriate stakeholders
	Leadership & Development	Provides and communicates a clear vision, purpose and direction; serves as a role model; proactively develops strategies to achieve objectives. Empowers others to translate vision into results. Is decisive, shows courage to take unpopular stances and drives for change and improvement. Supports own and others' development.
EXPERTISE	Planning & Analysis	Organises and prioritises tasks effectively, whilst monitoring performance against deadlines and milestones; interpreting relevant information effectively in the resolution of a range of issues
	Developing & Applying Professional Expertise	Seeks to proactively develop own expertise, effectively applying knowledge to a range of issues
	Managing Resources	Effectively identifies, deploys and directs resources, such as people or budget inter alia, in order to meet objectives/results
PRICIPLES & VALUES	Accountability	Takes ownership of all responsibilities and honours commitment, delivers output for which one has responsibility within prescribed time, cost and quality standards.
	Respect for Diversity	Building respect, tolerance and understanding of diversity amongst all staff in dealing with clients, external parties and other stakeholders.
	Adhering to Principles and Values	Operates in line with the values and principles of the Commonwealth, striving to support the Commonwealth in pursuit of its aims
DRIVE	Decision Making	Objectively assesses available information, making effective decisions in relation to a variety of issues and taking ownership for them
	Adapting & Innovating	Creates and develops pioneering process, strategy and/or solutions, adapting to changing circumstances and demonstrates flexibility where appropriate.
	Leadership & Development	Leadership & Development falls under Drive and Interpersonal Clusters. See the Interpersonal Cluster for description.

Main Duties

The main duties of the Vice Chair Partnerships and Resources are:

- To prepare, present and report to the Executive and the General Assembly on the budget, accounts and financial statements
- To ensure that proper reports are kept and that the CYC adheres to the agreed financial regulations
- To monitor and advise on the CYC financial viability
- To identify appropriate potential partners for the CYC
- To build and sustain a positive corporate image of the organisation
- To build, sustain and manage CYC's partnerships
- To identify and mobilise cash and non-cash resources
- To safeguard assets and properties of the Council
- To monitor and coordinate joint initiatives with stakeholders
- To facilitate meetings of the Stakeholder Panel on behalf of the Executive
- To serve as the liaison between the Stakeholder Panel and the Executive committee
- To advise on the financial implications on the CYC strategic plan
- To support the CYC secretariat on the financial aspects of their role
- To fulfil the chair function in the absence of the Chair, as maybe required.
- To be the signing authority on behalf of the council for financial, legal and statutory purposes
- To be an effective trustee of the CYC

Time Commitment

The demands on the Vice chairperson's time will be significant. The Vice Chair should allow a minimum of 20 hours per week in order to successfully execute his/her duties.

CYC Vice Chairperson (Policy and Advocacy)

Role Description

Overall Purpose

The Vice Chair Policy and Advocacy is the lead officer responsible for providing strategic direction and leadership in planning, implementing and reviewing the CYC's policy, advocacy and campaigning work. She/he will play a key role in representing the CYC, its work and policy positions to both internal and external audiences and in adapting and disseminating key messages for various written and online communications, media and fundraising purposes.

Qualification/skill/experience

The Vice Chair Policy and Advocacy should have good understanding of youth policy, development and Global issues. She/he will have experience in managing and coordinating advocacy campaigns using a range of tools/platforms. The Vice Chair should possess very good communication skills both written and verbal. She/he will have good lobbying and negotiations skills. The Vice Chair should be able to demonstrate that they are competent in six or more of the following areas:

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INTERPERSONAL	Working with others	Develops productive relationships with others, respecting cultural diversity
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	Leadership & Development	Provides and communicates a clear vision, purpose and direction; serves as a role model; proactively develops strategies to achieve objectives. Empowers others to translate vision into results. Is decisive, shows courage to take unpopular stances and drives for change and improvement. Supports own and others' development.
EXPERTISE	Planning & Analysis	Organises and prioritises tasks effectively, whilst monitoring performance against deadlines and milestones; interpreting relevant information effectively in the resolution of a range of issues
	Developing & Applying Professional Expertise	Seeks to proactively develop own expertise, effectively applying knowledge to a range of issues
	Managing Resources	Effectively identifies, deploys and directs resources, such as people or budget inter alia, in order to meet objectives/results
PRICIPLES & VALUES	Accountability	Takes ownership of all responsibilities and honours commitment, delivers output for which one has responsibility within prescribed time, cost and quality standards.
	Respect for Diversity	Building respect, tolerance and understanding of diversity amongst all staff in dealing with clients, external parties and other stakeholders.
	Adhering to Priciples and Values	Operates in line with the values and principles of the Commonwealth, striving to support the Commonwealth in pursuit of its aims
DRIVE	Decision Making	Objectively assesses available information, making effective decisions in relation to a variety of issues and taking ownership for them
	Adapting & Innovating	Creates and develops pioneering process, strategy and/or solutions, adapting to changing circumstances and demonstrates flexibility where appropriate.
	Leadership & Development	Leadership & Development falls under Drive and Interpersonal Clusters. See the Interpersonal Cluster for description.

Main Duties

The main duties of the Vice Chair Partnerships and Resources are:

- To coordinate the CYC policy development and advocacy work
- To coordinate the CYCs advocacy campaigns
- To work closely with other youth organizations to effect policy change at all levels
- To coordinate needed research and analysis on key youth policy issues
- To track/monitor the Commonwealth policy environment
- To provide advice on the CYC's political strategy and positioning;
- To build and strengthen relationships with relevant bodies and engage with them to advance CYC policy objectives
- To develop policy and advocacy outputs such as briefings, position papers, media briefings, press releases, reports etc.
- To report to the General Assembly on the CYCs policy work
- To support agreed national, regional and international campaigned on behalf of the council
- To work with the media to promote the CYC policy agenda
- To ensure the CYC's effective presence on social and other media
- To be an effective trustee of the CYC

Time Commitment

The demands on the Vice chairperson's time will be significant. The Vice Chair should allow a minimum of 20 hours per week in order to successfully execute his/her duties.

CYC Vice Chairperson Inclusion and Engagement

Role Description

Overall Purpose

The Vice Chair Inclusion and Engagement coordinates the CYC's engagement with members and will coordinate all the CYC's internal and external events. She/he develop plans and strategies for the ongoing engagement of members with the council. He/she will work to ensure persons with disabilities, minorities and other excluded groups are included and mainstreamed in all decision making process and activities of the Council. The Vice chair will have lead responsibility for membership communication and will ensure timely and accurate information flow to the members. The Vice chair will be the focal point for all members and affiliated observers.

Qualification/skill/experience

The Vice chair Inclusion and Engagement will have strong organization and event management skills and will have experience in promotion, marketing and event management. She/he will have experience with working across with a range of stakeholders. The Vice Chair should be able to demonstrate that they are competent in six or more of the following areas:

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INTERPERSONAL	Working with others	Develops productive relationships with others, respecting cultural diversity
	Communication	Expresses information clearly and effectively; listens actively; correctly interprets messages and responds appropriately ensuring communication is tailored for the audience and reaches the appropriate stakeholders
	Leadership & Development	Provides and communicates a clear vision, purpose and direction; serves as a role model; proactively develops strategies to achieve objectives. Empowers others to translate vision into results. Is decisive, shows courage to take unpopular stances and drives for change and improvement. Supports own and others' development.
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	Respect for Diversity	Building respect, tolerance and understanding of diversity amongst all staff in dealing with clients, external parties and other stakeholders.
	Adhering to Principles and Values	Operates in line with the values and principles of the Commonwealth, striving to support the Commonwealth in pursuit of its aims
DRIVE	Decision Making	Objectively assesses available information, making effective decisions in relation to a variety of issues and taking ownership for them
	Adapting & Innovating	Creates and develops pioneering process, strategy and/or solutions, adapting to changing circumstances and demonstrates flexibility where appropriate.
	Leadership & Development	Leadership & Development falls under Drive and Interpersonal Clusters. See the Interpersonal Cluster for description.

Main Duties

The main duties of the Vice Chair Inclusion and Engagement are:

- To support the development and implementation of a membership strategy that maximises the benefits to members and the CYC
- To develop and maintain accurate membership database
- To recruit new members or affiliate observers as is necessary
- To coordinate and support the national and regional delegations
- To promote and support the inclusion of marginalised young people at all levels of the CYC
- To provide timely reports to the General Assembly on membership
- To chair the CYC's membership panel
- To implement and coordinate an effective system of communication for members
- To support and provide accurate information to members
- To coordinate and manage the General Assembly and other relevant membership events
- To regularly monitor membership representation on subcommittees
- To effectively deal with concerns, complaints and conflicts between members
- To be an effective trustee of the CYC

Time Commitment

The demands on the Vice chairperson's time will be significant. The Vice Chair should allow a minimum of 20 hours per week in order to successfully execute his/her duties.

CYC Regional Representatives

Role Description

Africa, Asia, Caribbean, Europe & Canada, Pacific

Overall Purpose

CYC Regional Representative support the overall governance of the CYC in their respective regions. She/he is accountable to the General Assembly as is the official liaison between the CYC and their region. The Regional representative is an advocate for young people in the Commonwealth, must be a committed advocate and 'ambassador' for the Council in the region and must be willing to support national youth councils/bodies. The Representative will coordinate and promote the work of the council at the regional level.

Qualification/skill/experience

The regional representative is an experienced youth leader with good organizational skills. The Regional Representative should have a good knowledge and understanding of the youth development issues, policy and development organizations in their regions. The Regional Representative should be able to demonstrate that they are competent in six or more of the following areas:

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INTERPERSONAL	Working with others	Develops productive relationships with others, respecting cultural diversity
	Communication	Expresses information clearly and effectively; listens actively; correctly interprets messages and responds appropriately ensuring communication is tailored for the audience and reaches the appropriate stakeholders
	Leadership & Development	Provides and communicates a clear vision, purpose and direction; serves as a role model; proactively develops strategies to achieve objectives. Empowers others to translate vision into results. Is decisive, shows courage to take unpopular stances and drives for change and improvement. Supports own and others' development.
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	Adhering to Principles and Values	Operates in line with the values and principles of the Commonwealth, striving to support the Commonwealth in pursuit of its aims
DRIVE	Decision Making	Objectively assesses available information, making effective decisions in relation to a variety of issues and taking ownership for them
	Adapting & Innovating	Creates and develops pioneering process, strategy and/or solutions, adapting to changing circumstances and demonstrates flexibility where appropriate.
	Leadership & Development	Leadership & Development falls under Drive and Interpersonal Clusters. See the Interpersonal Cluster for description.

Main Duties

- To be the advocate for young people in the region
- To promote the CYC through formal and informal networks at regional level
- Support the work of the CYC in achieving its objectives outlined in the Strategic Plan
- To serve as a trustee for the CYC in his/her region
- Prepare for and attend Executive meetings
- To plan and conduct regional meetings
- To ensure proper information for the members in the region
- To ensure that all the members organizations in the region are involved in the work of the CYC
- To prepare regional reports and updates to the Executive
- To represent the council to the national youth organizations, governments, regional bodies, etc.
- Promotes intra- regional networks with other and Non-Governmental Organisations
- To work with national youth bodies to expand CYC programmes in the countries in the region
- To build a closer relationship with governments, donors, Civil society organizations and other stakeholders in the region
- To Support advocacy, lobbying and mainstreaming for youth development work within region.
- To represent the CYC at national/regional events
- Collate information from members and prepare/update a data base of membership organization in the region.

Time Commitment

The Regional Representative should allow a minimum of 20 hours per week in order to successfully execute his/her duties.

CYC Representative of Special Interest Groups

Role Description

Overall Purpose

CYC Representative of Special Interests Groups supports the overall governance of the CYC in the interest of the excluded, underrepresented groups, affiliated observers, thematic/standing committees, other youth networks etc. She/he is accountable to the General Assembly as is the official liaison between the CYC and special interest groups. The Special representative is an advocate for marginalized young people/groups in the Commonwealth. The Special Representative will coordinate and promote the work of the council to these special groups.

Qualification/skill/experience

The special representative is an experienced youth leader with good organizational skills. She/he has a good knowledge and understanding of the youth development issues, issues of underrepresented/marginalized young people, sound coordinating skills. The Representative should be able to demonstrate that they are competent in six or more of the following areas:

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INTERPERSONAL	Working with others	Develops productive relationships with others, respecting cultural diversity
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	Leadership & Development	Provides and communicates a clear vision, purpose and direction; serves as a role model; proactively develops strategies to achieve objectives. Empowers others to translate vision into results. Is decisive, shows courage to take unpopular stances and drives for change and improvement. Supports own and others' development.
EXPERTISE	Planning & Analysis	Organises and prioritises tasks effectively, whilst monitoring performance against deadlines and milestones; interpreting relevant information effectively in the resolution of a range of issues
	Developing & Applying Professional Expertise	Seeks to proactively develop own expertise, effectively applying knowledge to a range of issues
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	Respect for Diversity	Building respect, tolerance and understanding of diversity amongst all staff in dealing with clients, external parties and other stakeholders.
	Adhering to Principles and Values	Operates in line with the values and principles of the Commonwealth, striving to support the Commonwealth in pursuit of its aims
DRIVE	Decision Making	Objectively assesses available information, making effective decisions in relation to a variety of issues and taking ownership for them
	Adapting & Innovating	Creates and develops pioneering process, strategy and/or solutions, adapting to changing circumstances and demonstrates flexibility where appropriate.
	Leadership & Development	Leadership & Development falls under Drive and Interpersonal Clusters. See the Interpersonal Cluster for description.

Main Duties

- To represent the view of the underrepresented/marginalised young people to the CYC
- To coordinate the work and inputs of the youth networks
- To provide timely updates and appropriate information to affiliated observers
- To coordinate the reports from special groups within the CYC
- To support the work and inputs of standing committees
- To be the liaison between the thematic networks, affiliated observers and the Executive
- To serve as a trustee for the CYC
- To develop and implement actions that engage special groups in the Council
- To support the work of the Vice Chair Inclusion and Engagement

Time Commitment

The Special Representative should allow a minimum of 20 hours per week in order to successfully execute his/her duties.