



## Membership Requirements

Each member will be required to:

- Complete the team building retreat to become more familiar with other Council members and the mission of the Council (fees may apply);
- Take the Oath of Office pledging to support the organization mission and obey the laws thereof;
- Complete eight (8) hours of community service per semester; and
- Attend at least two (2) City Council meetings throughout the year.

## Duties and Responsibilities

- PMYC membership terms are one (1) year terms beginning in May and ending in April of the following year. During the selection process, preference will be given to former PMYC members who were active in Council activities and programs. Succession is not mandatory.
- To remain a member, members cannot miss more than five (5) meetings. Once a member has missed more than five meetings, the Council may vote on the member in question's the future on the Council.

## Executive Committee

Executive Committee members must attend monthly general meetings and have served one year prior on the PMYC.

- **Mayor:** Leads the organization, presides over meetings, and helps create the agenda. Chairs the Leadership Committee.
- **Vice Mayor:** Serves as a second in command to the Mayor and fills in during his absence. Responsible for creating the semi-annual City Council reports. Chairs the Social Committee.
- **Clerk of Council:** Keeps the minutes of each meeting and posts the minutes to the Facebook page. Chairs the Communication Committee.
- **City Manager:** Responsible for coordinating and finding volunteer opportunities for PMYC. Take pictures and documents all Council events. Chairs the Volunteer Committee.
- **Sergeant at Arms:** Responsible for maintaining the attendance record. When someone reaches five absences, notifies the Executive Committee. Chairs the Fundraising Committee.

## Council Committees

Each Council member must serve on one Committee.

- **Leadership:** Identifies a leadership/teamwork building activity or speaker for the second Council meeting each month
- **Social:** Responsible for coordinating, planning, and organizing quarterly social events including the Christmas and End of Year Parties
- **Communication:** Responsible for media relations, marketing, and public relations as it relates to the Council. Submits semi-annual reports to City Council in December and April on service projects, leadership training, projects, etc.
- **Volunteer:** Responsible for identifying, coordinating, planning, and organizing community service events. Identify or plan one community service project to be available to the Council each month.
- **Fundraising:** Responsible for fundraising activities and events that benefit the Council's mission and goals.