



National Congress of American Indians **Youth Commission**

ROLES AND RESPONSIBILITIES

Quarterly Reports

Your quarterly reports are due on the last day of January, May, August, and December. You should report on the activities that you did as an NCAI Youth Commissioner. These reports may be posted on the NCAI youth website for other youth to see the activities that you participate in.

Monthly Conference Calls

Once the date and time has been determined, you are also required to participate in monthly teleconference calls. Unforeseen circumstances may prevent monthly calls, but the Commissioners will be notified beforehand. Teleconference calls will be for all of the Officers and Commissioners. The Secretary will be responsible for taking notes on each of the calls. When appropriate, these minutes may be placed on the website.

Meetings for 2012-2014

Executive Council Winter Session 2013

March 5-7, 2013

L'Enfant Plaza Hotel, Washington DC

Mid-Year Conference 2013

June 24-27, 2013

Reno, NV

Annual Convention 2013

October 13-18, 2013

Tulsa, OK

Executive Council Winter Session 2014

March 4-6, 2014

L'Enfant Plaza Hotel, Washington DC

Mid-Year Conference 2014

June 23-26, 2014

Anchorage, AK

Annual Convention 2014

October/November 2014

Location TBD

You are **required** to attend each Executive Council Winter Session, Mid-Year Conference and Annual Convention. It is a great opportunity to learn the roles that tribal leaders play in their advocacy efforts.

If your Tribe will not sponsor your travel, you must make every effort to raise the money to attend all meetings.

You are responsible for helping shape the agendas, including identifying speakers and helping develop appropriate workshops, when necessary. NCAI staff will be available to assist.

Budget

You are required to develop a budget for your traveling expenses and anything else you deem appropriate. NCAI staff can assist in developing one or providing a template, if necessary.

Fundraising Plan

Along with the budget, you are required to develop a plan for fundraising. There are many opportunities to raise money and get funds. NCAI staff can help guide you through the process, if necessary.

Personal Goals and Action Plan

You each must develop a set of goals that you wish to accomplish while in your position. Accompanying these goals should be an action plan on how you expect to proceed for accomplishing these goals. Your action plan should include a timeline to map out deadlines and work products. NCAI staff can assist in identifying and developing your goals, if necessary.

Group Goals and Action Plan

Jointly, the Youth Commissioners will develop group goals and an action plan. You must work together to define what the collective goal is during your 2012-2014 tenure. The action plan should include a timeline to map out deadlines and work products. NCAI staff can assist in identifying and developing your goals, if necessary.