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### Call for candidates

Dear member of APYN,

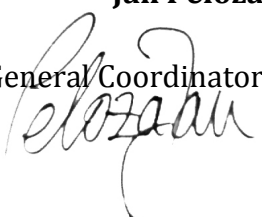
At the end of 2011 we sent out a call for official APYN member organizations. Now we invite people from all the organisations that applied for full membership to candidate for different positions in the APYN Executive and Control board. Please read carefully the general requirements and the job description, and make sure you agree with them before applying.

To do so, please return the fully filled, stamped and signed application form by **7<sup>th</sup> February 2012** to Ingunn Aanes ([ingunn.aanes@gmail.com](mailto:ingunn.aanes@gmail.com)).

Moreover, we invite you to have a look at the attached Constitution to clarify any further doubts you might have regarding this process.

Should you have any further questions, don't hesitate to contact us anytime.

Yours,

**Jan Peloza**  
Interim General Coordinator  


## 1. General requirements

- Age between 18 and 29 years old,
- Upper intermediate knowledge of English (ability to speak in public, hold Skype chats and produce official documents and emails),
- Knowledge about APYN and its past activities (see [www.apyn.org](http://www.apyn.org)),
- Previous involvement in the alcohol prevention projects or projects reducing alcohol harm on young people/alcohol policy/research,
- Being a member of an organization that is applying for APYN full membership,
- Minimum of 2 years of experience in a youth organization on a national level (preferably international),
- Availability to check your email inbox every 24h, to attend 2-4 Skype meetings a month and to attend 3-5 physical meetings or APYN activities a year,
- Fulfilling the General requirements for at least a **2-year period**.

## 2. Specific job descriptions – Executive board

### 2.1. President

President is the organization's legal representative and:

- Convenes and chairs the Assembly and the APYN Executive board,
- Represents the organization in various stakeholders' meetings,
- Carries out other tasks authorized by the APYN General Assembly, bodies and the constitution,
- Reports her/his work to the APYN General Assembly.

### 2.2. Vice-presidents

Vice-Presidents (VP):

- Are the following:
  - a. VP for youth research,
  - b. VP for the development of youth work on the alcohol field and training,
  - c. VP for alcohol policy and advocacy.
- Are members of the Executive Board,
- Are elected by the General Assembly for a two-year period,
- Each Vice-President leads its own committee (see attached working diagram),
- Report to the Executive Board and the General Assembly.

#### ***Vice-President for youth research***

- Designs research projects in alcohol and youth,
- Coordinates research projects,
- Is informed about the latest researches in the alcohol field and builds the APYN "Alcohol and youth" knowledge database,
- Manages the APYN Pool of Youth Researchers,
- Prepares the content of APYN youth research-related trainings and events.
- Suggests a Secretariat member working on the field of youth research.

### **Vice-President for the development of youth work on the alcohol field and training**

- Develops systems and structures to facilitate youth work on the alcohol field,
- Provides help to member organisations in developing and managing alcohol prevention projects and projects reducing alcohol-related harm to young people,
- Is informed about the best practices on alcohol-prevention projects and projects reducing the harm caused by alcohol and builds the APYN “Alcohol and youth” knowledge database,
- Prepares the content of APYN training courses and other training related events,
- Manages the APYN Pool of Trainers,
- Suggests a Secretariat member working on the field of development of youth work on the alcohol field and training,

### **Vice-President for alcohol policy and advocacy**

- Identifies priority areas for alcohol policy making,
- Facilitates the drafting processes of alcohol-related position papers and policy documents,
- Is in line with the latest policies in the alcohol field and builds the APYN “Alcohol and youth” knowledge database,
- Attends, reports and advocates on behalf of APYN member organizations on relevant stakeholders’ meetings (in case of President’s absence),
- Suggests a Secretariat member working on the field of alcohol policy and advocacy,
- Prepares the content of the APYN Advocacy schools and other policy development and advocacy training events.

### **2.3. Secretary General:**

- Leads APYN's professional work,
- Coordinates the work of the Secretariat and organizational structures and connects APYNs members,
- Takes care of the informational flow inside the organization,
- Promotes activities to the public,
- Is responsible for financial and material related tasks,
- Takes care of hiring staff,

- Makes sure APYN abides by the Constitution,
- Reports to the Executive Board and the General Assembly,
- Manages the Newsletter.

### 3. Specific job descriptions – Monitoring committee

- The APYN Monitoring Committee is a control body and reports to the General Assembly.
- The Monitoring Committee monitors:
  - The programme's execution.
  - APYN bodies' work.
  - The administration of property.
  - APYN's financial and material business.
- The Monitoring Committee:
  - Consists of 3 members elected by the General Assembly.
  - Is coordinated by the Monitoring Committee Coordinator, elected by the Monitoring Committee members themselves.
  - Meets at least once a year.
- Carries out internal supervision of APYN:
  - Revision of the extent, truthful display of property and business.
  - Revision of the business books and yearly report.
- Monitoring Committee members cannot be simultaneously members of other bodies.

Organization:

Mobile:

Email:

## Application for an official APYN Executive or Control Board position

### 1. Statement of honour

I, the undersigned, \_\_\_\_\_ confirm that I obtained the approval of the abovementioned organization, and express my will to become a candidate for one of the APYN Executive or Control board positions.

I declare that I fulfill and agree with the following (please tick):

General requirements for being an APYN board member,

with the job description for the position I am willing to apply for.

Moreover, I am attaching my CV, motivation letter and possible recommendations together with this form.

### 2. Desired APYN position

*(please tick **one** option)*

President

Vice-President for youth research

Vice-President for the development of youth work on alcohol field and training

Vice-President for alcohol policy and advocacy

Secretary General

Member of the Control Board

Date and place:

Signature:

Name of contact person and position:

Stamp (mandatory)