



International Youth Tobacco Control

Every teen deserves a healthy life

2023-2024 IYTC Policies

Membership

1. Membership will be divided into Board of Directors, National and Regional Officers, and General Members.
2. National Officers and Regional Presidents must be on the Board of Directors. Other Regional Officers can choose whether they want to apply to be on the Board.
3. All members are expected to make a financial contribution to the organization.

Financial Contribution

1. Board members are expected to do a give and get of \$50 each. This means personally donating \$50 and asking family and friends to donate \$50 to the organization, totalling \$100.
2. Other members pay a \$20 membership fee.
3. For members with more than one membership (i.e. Board member and regional officer), membership fee will not be double charged and defaults to a single charge of the higher fee.

Duties- Board of Directors

1. There will be a minimum of 5 Board members and a maximum of 21.
2. The Board will meet monthly via Zoom. The meeting date and time will be determined at the end of the previous meeting. Board members must attend at least 9 meetings a year.
3. Board members will respond to intra-organizational communication (mobile text, Messenger, email etc.) within 24 hours and inter-organizational communication (email etc.) within 48 hours.
4. Board members will promote all the events held by the organization; this includes but is not limited to advertising an event beforehand on social media, messaging interested individuals, and sharing a Facebook or Instagram post
5. The Board will select Board officers amongst itself on an application basis to execute what is decided by the Board.
6. Board members will seek and recruit talent to the organization.
7. If a Board member fails to perform their duties, the Board will observe their explanation and vote whether to remove the director.
8. All Board members are obligated to be in at least one committee.
9. All Board members are required to attend or participate in two legislative events per term (i.e. calling in, testifying).
10. The duties of General Members also apply to Board members.

Duties- General Members

1. When presented with legislative advocacy opportunities, members will represent the organization in hearings and/or press conferences and/or meetings with political leaders.
2. When presented with educational awareness opportunities, members will lead the sessions (i.e. presenting materials, interacting with students, organizing activities).
3. When the organization is recognized with an award by political leaders, educators, other organizations, etc., members will appear at the award reception on behalf of the organization.



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4. When the organization receives media coverage, members will represent the organization to be interviewed and featured.
5. Members will promote the events of the organization, including publicizing the events beforehand and sharing the posts afterwards.

Duties- Officers

1. Officers are divided into three categories: Board Officers, National Officer, and Regional Officers.
2. Board Officers head the Board of Directors. They serve the core organization and respond to all regional chapters of the organization.
3. National Officers perform tasks that concern the national operation of IYTC, including regional tasks if needed.
4. Regional Officers direct all IYTC work in their respective region, which can be a country, state, county, or city.

Executive Officers

Position	Duties
Chief Executive Officer	<ol style="list-style-type: none">1. Responsible for all operations in IYTC.2. Coordinate international opportunities for IYTC and collaborate with our partners in 50+ countries.3. Communicate with the Chief of Staff to oversee the work of national officers. Communicate and guide regional presidents.4. Communicate extensively with the Board President to ensure all Board decisions are executed.5. Coordinate legislative opportunities and press coverage.6. Make emergency decisions that cannot wait until the next Board meeting and report the outcome during the next meeting.7. Act as the Regional President if the Board has yet to appoint one for that region.8. Actively network for the organization and represent the organization in public.



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President	<ol style="list-style-type: none">1. Set the agenda and head all Board meetings, including communicating with the secretary before meetings and calling votes during meetings.2. Expand the organization to at least 3 countries/states per year.3. Communicate extensively with the CEO to ensure all Board decisions are executed.4. Assign committees for Board members and manage non-Board members' entrance into committees.5. Ensure all committees meet at least once a month, meeting reminders are sent two days before the meeting, and meeting notes are uploaded for Board review within two days after the meeting.6. Attend introduction meetings for general members with the Board Vice President.7. Resolve conflicts between Board members, if present.8. Approve all legal, foundational, and event-related documents within the organization.
Vice President	<ol style="list-style-type: none">1. Perform duties of the Board President/CEO when needed or when the Board President/CEO is absent.2. Plan and coordinate social events within the organization, ensuring smooth execution and a positive experience for all participants.3. Schedule introduction meetings with general members and the Board President.4. Operate the IYTC Internship Program for domestic and overseas members.5. Head all logistics including recruiting interns, contacting shadowee officers, training mentors, reviewing evaluation forms.
Chief of Staff	<ol style="list-style-type: none">1. Oversee national officer activities, following up on action items and ensuring officers are fulfilling their responsibilities2. Oversee committees, ensuring chairs are conducting meeting monthly and sending out agenda two days before meeting3. Give a written report to the CEO biweekly about the specific activities of each national officer4. Give a report to the President monthly about the specific activities of each committee



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	<ol style="list-style-type: none"> 5. Prepare and distribute agenda before every Board meeting. 6. Keep minutes during the meeting, including calling roll and counting votes. 7. Write meeting summaries, with one paragraph covering the important points of discussion and another paragraph singling out the items that need to be followed up during the next meeting, and email to all Board members after each meeting.
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National Officers

Position	Duties
Financial Director	<ol style="list-style-type: none"> 1. Record all organization transactions - including those of regional chapters- which entails printing financial statements from the bank, having direct contact with all Regional Financial Officers, etc. 2. Submit a monthly monetary transaction report and present the report at the Board meeting. 3. Ensure all tax forms are properly submitted. 4. Serve as the main organizer for all fundraisers. 5. Chair the Financial Committee. 6. Apply for any applicable grants. 7. Process all legal paperwork according to deadlines.
Social Media Director -English	<ol style="list-style-type: none"> 1. Serve on the Board of Directors. 2. Update the IYTC Facebook and Instagram page when needed. 3. Spearhead social media campaigns, including communicating with the Board Financial Officer to pay promotion fees and timely promoting posts 4. Respond to regional chapters' request to advertise events. 5. Filter social media request and provide feedback on captions and content. Report to the CEO for final approval. 6. Constantly introduce new media ideas to the CEO to enhance IYTC's social media performance 7. Initiate weekly social media activities, like stories or takeovers 8. Coordinate with website directors to sync website and social media pages
Social Media Director -Chinese	<ol style="list-style-type: none"> 1. Serve on the Board of Directors. 2. Build and maintain IYTC's public account on WeChat



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	<ol style="list-style-type: none"> 3. Update IYTC member WeChat group with current initiatives. Communicate with the CEO about frequency. 4. Spearhead social media campaigns, including communicating with the Board Financial Officer to pay fees and timely circulating content 5. Create monthly content around teenage tobacco control 6. Constantly introduce new media ideas to the CEO to enhance IYTC's social media performance 7. Must be able to speak and type Chinese
Outreach Director	<ol style="list-style-type: none"> 1. Serve on the Board of Directors. 2. Send out Opportunity List to all IYTC members biweekly, monthly, or when needed. 3. Reach out to three possible collaborations with other organizations, schools, educational institutions, new agencies, etc. 4. Write memos upon request by the CEO 5. Serve as the point of contact for new partnerships 6. Filter and forward potential partnerships to Regional Outreach Officers
Website Director	<ol style="list-style-type: none"> 1. Serve on the Board of Directors. 2. Update and maintain the IYTC website once a month. 3. Present new changes at monthly Board meetings. 4. Respond to regional chapters' request to advertise events. 5. Constantly introduce new ideas to enhance the website.
Design Director	<ol style="list-style-type: none"> 1. Serve on the Board of Directors. 2. Create posters, infographics, flyers according to organization needs. 3. Spearhead all design content for social media campaigns. 4. Chair the Newsletter Committee to discuss newsletter content and design with committee members 5. Send out the IYTC newsletter to all subscribers on the first Friday of every month. 6. Collect content from related personnel to draft the newsletter. 7. Report to the CEO for newsletter revisions and approval.
Legislative Director	<ol style="list-style-type: none"> 1. Lead and coordinate all support letters, endorsement forms, phone calls to legislators, and public comment activities with IYTC members. 2. Organize 2 legislative events every month. 3. Reach out to other tobacco control organizations with current



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	<p>legislative campaigns and arrange partnerships.</p> <ol style="list-style-type: none"> 4. Research different tobacco initiatives in different cities and states and coordinate with regional presidents. 5. Subscribe to newsletters with potential legislative opportunities.
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Regional Officers

*Positions and duties below can vary between different chapters based on fit.

Position	Duties
President	<ol style="list-style-type: none"> 1. Serve on the Board of Directors (BOD). 2. Update the Board about Regional progress during every BOD meeting. 3. Ensure every regional officer and member does their job. 4. Direct all activities and execute decisions made by the Board 5. Network for the chapter, such as reaching out for partnerships, meeting with representatives for other organizations, etc. 6. Set the agenda and head all meetings with regional officers 7. Set up chapter contact (instant messaging/email/others). 8. Lead legislative and social advocacy within the Region. 9. If necessary, recruit Regional Officers.
Vice President	<ol style="list-style-type: none"> 1. Assist the president in any way needed 2. Take the President's place and perform the President's duties whenever the President is absent, disabled, fails, or refuses to act. 3. Keep a directory with all chapter members' contact information 4. Serve on the national Board Regional Evaluation committee as the regional representative.
Secretary	<ol style="list-style-type: none"> 1. Call roll during meetings 2. Keep minutes for meetings— which includes creating documents with appropriate header, pasting the complete meeting agenda, and organizing documents in corresponding folders with correct dates 3. After each meeting, summarize important points discussed in paragraph form and single out points that needs to be followed up during the next meeting



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Financial Officer	<ol style="list-style-type: none">1. Submit a monthly financial record to the Board Financial Officer and Regional President2. Keep record of all monetary transactions3. Present 3 fundraising ideas during each meeting4. Serve as the main organizer for all fundraisers5. Collect dues
Outreach Officer	<ol style="list-style-type: none">1. Find sponsorships and grants, including advertising the organization in person or online to other corporations.2. Take care of all written communication to and from potential partnerships (emails, letters, etc.) once the President has networked with them.3. Contact news agencies and other medias to cover organization events4. Contact city figures or other personnel to attend organization events
Social Media Officer	<ol style="list-style-type: none">1. Develop social media content for Regional operations2. Communicate with the Social Media Director to post regional events on the IYTC Facebook and Instagram page.3. Present new social media ideas to the Regional President during each meeting4. Work with the Design Officer and Photographer to compile material/photos to post
Design Officer	<ol style="list-style-type: none">1. Design logos, posters, flyers, and more according to the Region's needs.2. Work with the Social Media Officer to create social media posts.
Photographer	<ol style="list-style-type: none">1. Take pictures on for meeting, events, or when needed2. Upload pictures within 24 hours of the event for use