Alpha Kappa Alpha Sorority, Incorporated®

Youth Leadership Roles And Responsibilities

Committee Roles

- **Environmental Project Committee**
Decide where to plant trees, how many trees to plant, which tree to plant, and how to organize the tree planting activity. The committee should identify three options and present them to the group for a group vote.

- **Community Service Committee**
Decide on the community service activity, the location, and the details on how the community service project will be organized.

- **Final Project Team**
Responsible for creating the final presentation, including sharing pictures, stories, and youth quotes showcasing the overall impact of their time together. This team will be responsible for presenting the final presentation to the chapter members at a designated time.

Meeting Leadership Roles

- **Meeting Manager (Rotating Role)**
Responsible for the welcome, the icebreaker, and activity introductions at each meeting. They will also be the greeter for any special guest and ensure the meeting stays on time. Each youth leader should have at least one turn as a meeting manager.

- **Photographer(s)**
Responsible for taking and collecting all group activity photos and/or videos. Responsible for capturing the youth group's fun, teamwork, and impact.   Photos will be used for the final presentation and any social media promotions. There can be multiple photographers depending on the group size (Google Drive can be created to upload all pictures).

- **Committee Leads**
Responsible for leading the planning huddle for their committee. Responsible for ensuring the right decisions are made by the end of each planning huddle to keep the team moving forward and ensure everyone on the team has a role in planning the project or activity.

- **Committee Scribe**
Responsible for taking notes at all planning huddles. Responsible for recording all decisions, actions, and issues noted by the group during meetings and recording significant discussions so that topics need not be revisited. Share the notes with all group members, as necessary.