



Committee Representing Our Young Adults

2020-2021

**CROYA High School
Executive Committee
Election Packet**

Positions
Requirements
Responsibilities



Committee Representing Our Young Adults

CROYA Executive Committee Positions

Chair (1)

Vice Chair (1)

CSL Chair (1)

CSL Vice Chairs (2)

CROYA Foundation Liaison (1)

Parliamentarians (2)

Fundraising Chairs (2)

Topic Night Chairs (2)

Public Relations Chairs (2)

Graphic Design Chair (1)

Cable/Tech Chairs (2)

CROYA Music Chairs (2)

CROYA/Woodlands Liaison (1)

CROYA/Lake Forest Academy Liaison (1)



Eligibility to run for CROYA Executive Committee

- 1. Actively attend CROYA/CSL functions.**
- 2. Understand that this is a full year commitment.**
- 3. Successfully completed Peer Training or make arrangements with CROYA staff to have it completed by Fall, 2021.**
- 4. Let Catherine know which position you are running for.**
 - a. Contact Catherine by phone call/text (847) 613-0101, e-mail greyc@cityoflakeforest.com, or on Facebook.
- 5. Need more information about running for an Executive Position?**
 - a. Feel free to call or text Catherine using the number listed above..
- 6. Elections for CROYA Chair and CSL Vice Chair**
 - a. Will take place on (DATE TBD) at the 7:00 pm HS meeting at CROYA.
 - b. Candidates must come to the meeting prepared to give a brief speech on why you are the best person for the job.
- 7. Elections for CSL Chair, CROYA Vice Chair & Foundation Liaison**
 - a. Will take place on (DATE TBD) at the 7:00 pm HS meeting at CROYA.
 - b. Candidates must come to the meeting prepared to give a brief speech on why you are the best person for the job.
- 8. Elections for all other positions**
 - a. Will take place on (DATE TBD) at the 7:00 pm HS meeting at CROYA.
 - b. Candidates must come to the meeting prepared to give a brief speech on why you are the best person for the job.



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If elected each member of the newly Executive Committee must

- 1. Actively attend the majority of CROYA functions**
 - a. Including at least one service project per semester
- 2. Stay actively in touch with the CROYA staff, the newly elected Chair, and the rest of your Executive Committee members.**
 - a. Always let CROYA staff know if you will or will not be attending expected functions.
 - b. Check emails regularly and respond
 - c. Check phone messages regularly and respond
 - d. Read any correspondence; letters/postcards received and respond
 - e. Check and read Facebook messages and respond
- 3. Attend Wednesday night Youth Committee meetings unless you have a known conflict.**
- 4. Be willing and able to ask for support from fellow Executive members in accomplishing your responsibilities, and willing and able to help support others in their positions when needed.**
- 5. Represent CROYA in the “Spirit of CROYA” in and out of our programs.**
- 6. Agree to the CROYA alcohol/drug/tobacco policy and the Executive Committee statement given to all candidates (both included in this packet).**



Executive Position Requirements/Responsibilities

1. One Chair (Open to a current junior)

- a. Attend and run all Wednesday Youth Committee meetings
- b. Work with staff weekly to develop meeting agenda
- c. Serve and attend CROYA Adult Board Meetings
- d. Must have accomplished the following:
 - i. Have previously been on the Executive Committee
 - ii. Available weekly to meet with Staff and Vice Chair
 - iii. Have attended a CROYA Retreat

2. One Vice Chair (Open to a current junior)

- a. Assist the CROYA Chairman in all duties
- b. Runs HS meetings when Chairman can't be there
- c. Coordinate weekly games for the HS meetings by recruiting other CROYA members to run the games.
- d. Coordinate Executive Committee Outings
- e. Help with general miscellanies and accomplish the following:
 - i. Meet weekly with CROYA staff and Chair
 - ii. Have previously been on the Executive Committee
 - iii. Have attended a CROYA Retreat

3. Two Parliamentarian's including one *girl* and one *boy* (Open to current sophomores and juniors)

- a. In charge of recruiting new members to attend CROYA meetings and activities
- b. Keep order in the meetings and generally help everyone feel welcome
- c. Serving as a "host" to new attendees; talking with them, introducing them to others and sitting with them
- d. Attend weekly Wednesday night HS meetings

4. Two Fundraiser Chairs (open to current freshman - juniors)

- a. Plan and run fundraising projects and mailings like the Poinsettia sales to help raise support for CROYA programs



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- 5. Two Topic Night Chairs (Open to current freshman - juniors)**
 - a. Plan and run 3 Topic Nights each year including the annual Donut Bowl

- 6. Two Public Relations Chairs (Open to current sophomores and juniors)**
 - a. Be available once a week to come to CROYA to coordinate PR
 - b. Work on PR information including keeping the CROYA and HS bulletin board up to date.
 - c. Work on various community publications and publicity
 - d. Responsible for making and putting up/taking down posters every week at LFHS
 - e. Advertise Wednesday night meetings and other CROYA events through posters, flyers and/or social media.
 - f. Manage school announcements

- 7. One Graphic Design Chair (Open to current freshman- juniors)**
 - a. Help design CROYA merchandise
 - b. Help design posters for major events like Battle of the Bands
 - c. Communicate with CROYA kids about what they would like to see on CROYA merchandise
 - d. Team up with Public Relations to help them spread the word about CROYA

- 8. Two Cable/Tech Chairs (Open to current freshman- juniors)**
 - a. Film and Edit CROYA related events
 - b. Take pictures at all CROYA events
 - c. Post pictures in a timely manner after the events
 - d. Develop other creative ways to promote CROYA through media

- 9. One CROYA Foundation Liaison (Open to current sophomores-juniors)**
 - a. Serve and attend quarterly Foundation Board meetings
 - b. Serve and attend CROYA Adult Board meetings
 - c. Work on Foundation related fundraiser projects



10. One Woodlands Liaison (Open to current freshman-juniors)

- a. Bring CROYA to Woodlands & Woodlands to CROYA
- b. Communicate with WA administration about CROYA
- c. Advertise CROYA events at WA

11. One Lake Forest Academy Liaison (Open to current freshmen-juniors)

- a. Bring CROYA to Lake Forest Academy & Lake Forest Academy to CROYA
- b. Communicate with LFA administration about CROYA
- c. Advertise CROYA events at LFA

12. One CROYA Service and Leadership Chair (Open to current juniors)

- a. Organize and participate in service projects through CSL
- b. Actively recruit volunteers for CSL projects
- c. Serve and attend CROYA Adult Board meetings
- d. Must meet the following qualifications:
 - i. Have previously been on the Executive Committee
 - ii. Attended a CROYA Retreat
 - iii. Currently involved in service projects

13. Two Vice Chairs for CROYA Service and Leadership (Open to current sophomores and juniors)

- a. Be currently involved in service projects
- b. Assist the CSL Chair in all their duties

14. Two CROYA Music Chairs (Open to current freshmen-juniors)

- a. Will work closely with the Activator Music Academy to run and advertise the CROYA Music Initiatives such as Open Mics, Battle of the Bands, Summer Jam, and LF Day's Jam etc.
- b. Must be connected to the Music Scene, and able to play an instrument



Committee Representing Our Young Adults

CROYA's Student Written Alcohol/Drug Policy

The CROYA youth committee voted as a whole to uphold the following policy. The policy was written by the entire youth group.

- 1. There should be no use of alcohol, tobacco, or other drugs before, during or after any CROYA function.**
- 2. If you violate rule #1, the following steps will be taken:**
 - 1. Your parents will be notified and you will be turned over to them and, or, the local police department.**
 - 2. The youth group will discuss the occurrence and decide what could be done to prevent the breakdown of the policy.**
 - 3. You will be asked to set up a meeting with the CROYA staff.**
- 3. CROYA and our local school districts share the same code of conduct. Schools will be notified, and students will follow the natural consequences established within one's individual school.**
- 4. We as CROYA members need to police ourselves. Not only do we need to make the decision not to use, we need to help our friends make the same decision.**



Agreement made by all Executive Committee Candidates

“By running for the CROYA Executive Committee, I understand and accept the responsibility of representing all the youth of Lake Forest, Lake Bluff, and Knollwood. If I am elected, I will uphold the CROYA Drug/Alcohol Policy, and treat myself and others in the “Spirit of CROYA.”

I further understand that I will be representing CROYA and my peers while participating in CROYA events, as well as outside of CROYA in my personal life. In the event that I choose not to uphold these expectations, I will follow the consequences as designed by my fellow Executive Committee members, and CROYA staff.”