



2023 Stemettes Futures Youth Board Role Descriptions

Each member serves on the Youth Board for 12 months (1 term), with an option to stay on for one additional term. As a member of the Stemettes Futures Youth Board, you will act as an ambassador, safeguarding the positive name of the charity at networking opportunities and other potential events. All members have the willingness to devote 1 hour a week to Youth Board projects and accept the responsibilities and liabilities of their role.

Regional Advisor

Regional Advisors will help to bring the excitement and fun of Stemettes to schools, colleges, universities and youth groups in their region. They will be responsible for promoting upcoming Stemettes events and programmes across their region by attending public events as a Stemettes representative and delivering talks to schools and community groups.

This is a front-facing role with plenty of opportunities to connect with institutions in your region. We are looking for an enthusiastic young person who wants to share the wonders of STEM and be an ambassador for Stemettes in their respective region.

Key skills for this role

- Good written and spoken communication
- Ability to show initiative and work independently
- Whilst public speaking experience is not essential, this is something you should be willing to do.

Aims

- Using research done by the past Regional Advisor, continue to develop the database for your designated region with a focus on warm contacts. These databases include information on schools, colleges, universities and key industries in the regions and public events Stemettes could be at.
- Deliver an in-school talk to one of your warm school contacts in the region.
- Support with Stemettes events in your region.



Accessibility Consultant

The Accessibility Consultant works with the organisation to advise on making events, programmes and content accessible to as many young people as possible. This will require a good knowledge of existing Stemettes events and programmes and experiences of accessibility requirements in everyday life. These consultants will also work alongside other members of the Youth Board to ensure their outputs are accessible too.

The Consultants should suggest training courses and/or articles for the limited team, Charity Board members and other members of the Youth Board to read to improve the accessibility of the events, programmes and online content.

Key skills for this role

- Good communication skills
- Understanding of accessibility within a not for profit/charity environment.

Aims

- Support the youth board consultants to make the youth board more accessible to all members.
- Advise the organisation on how to make events and programmes more accessible.
- Research and recommend the delivery of accessibility training across to SFYB members consultants, charity board members and TeamStemettes whilst building an accessibility handbook and advising the organisation on how it can continuously improve its accessibility.

Social Media Consultant

Social Media Consultants will work with the Stemettes Content Team to grow and expand our social media presence for beneficiary based platforms (Instagram, TikTok etc). You will support the Content Team in the development of new social media campaigns and the creation of new video content to reach more young people with our message.



Key skills for this role

- Sound knowledge of social media and digital tools
- Experience with social media strategies - essential
- Ability to think outside of the box
- Good knowledge of social media content across the STEM landscape

Aims

- Work with the Content Team to inform the content strategy, inform the Youth Board of any social media content the board is responsible for generating and meet content team once a quarter.
- Create 10 short-form videos that can be used on the Stemettes TikTok/Instagram
- Carry out quarterly reviews/ audits of Stemettes Social Media to feed back to the Team.

Chairperson

The Chairperson will govern and oversee the direction of the Youth Board and hold members to account for the organisation's mission and vision, providing inclusive leadership to the board.

The Chairperson may have the opportunity to be key in making sure that the Trustee board is up to date and aware of the Youth Board activities, allowing them to support and inform the strategy and actions of the Trustee board. They are responsible to ensure the Youth Board functions as an active unit within the organisation and will report back to the TeamStemettes lead on a monthly basis to keep the organisation up



to date with the latest developments and achievements from the Youth Board. They need to ensure succession planning for members and ensure each board member fulfils their role during their term on the board.

Key skills for this role

- Exercise mature judgement and decision-making
- Experience leading a team
- A good critical thinker
- Organisational skills
- Optional past experience with youth board, school council, Stemillions club or equivalent youth leadership role.

Aims

- Set a direction with the rest of the team, ensuring alignment with Stemettes' organisational strategy.
- Recruit youth board members where necessary and ensure succession planning for the next board.
- Oversee Strategy team activities / regional activities (Depending on Vice-Chair preference)
- Ensure that the board is functioning according to all governance and compliance requirements and communicating with main charity board.

Vice-Chair

The Vice-Chair works alongside the Chairperson to ensure the delivery of the youth board programme, coordinating the different members and ensuring the board is proactive and impactful. They also assume the duties of the Chairperson during their absence or support the Chairperson when required.

Before meetings, alongside the Chair, you will prepare the agenda and share this with all members, so everyone has an equal opportunity to prepare. During meetings, you will take minutes and share these with all board members.

You are responsible for updating members of any changes to their role and helping the Chairperson focus on the aim of the Youth Board. The Vice-Chair will need to prepare



an annual report summarising the developments, progress and activities of the Youth Board throughout the year.

Key skills for this role

- Organisational skills are key to this role
- Strong leadership skills
- Good communication skills.

Aims

- Ensure there is a clear and easy-to-follow paper trail of all youth Board activities. This includes minutes of meetings, agendas and documents in the drive.
- Oversee and support activities carried out by the strategy team (Accessibility, Financial, Fundraiser and Social Media).

Treasurer

Our Treasurer will make the Youth Board's visions come true with the allocated budget. You will guide and help to deliver a range of fundraising and financial initiatives and contribute to the strategic direction of the charity. You will support specific financial and fundraising activities with a focus on increasing the awareness of girls and young women in STEAM. You will work alongside your fellow Youth Board members to deliver fundraising strategies and to turn their events into reality.

Key skills for this role

- Previous experience of fundraising is preferred but not essential.



- Good communication skills
- Ability to plan, lead and participate in projects / activities.

Aims

- Research and develop a fundraising strategy for SFYB to support business development efforts in the main Stemettes team.
- Work with the Stemettes team to deliver one aspect of their fundraising strategy. Based on need, this could be to: Design a fundraising event and support other members with delivery or to support/ lead the writing and submission of one grant application (other ideas welcome).
- Work alongside Regional Advisors to identify the target regions and identify areas for programme and funding expansion. This could include hosting one fundraiser event in one *North East* city or Midlands/ one UK-wide STEM celebration day (not London) - *with 2 fundraising consultants*.