



Fayetteville-Cumberland Youth Council (FCYC)

Executive Board Roles & Responsibilities

(Effective Fall 2025 – Reflecting Title Change to Junior Mayor)

Executive Board Purpose

The FCYC Executive Board is comprised of selected student leaders who serve as peer representatives and support the organization, structure, and delivery of FCYC's mission. The Executive Board meets monthly in addition to regularly scheduled Youth Council meetings.

Executive Board Positions

Junior Mayor

- Prepare agendas for Executive and General meetings at least three days in advance.
- Meet with the Advisor twice monthly to plan FCYC activities and responsibilities.
- Preside over all Executive Board and General meetings.
- Submit a weekly FCYC report.
- Ensure meetings follow Robert's Rules of Order.
- Oversee communication between the Council, committees, and members.
- Send meeting reminders at least 24 hours in advance.
- Submit social media content to the Advisor and manage the FCYC Instagram page.
- Provide quarterly briefings to the Fayetteville City Council after each fiscal quarter.

Vice-Chair

- Fulfill the Junior Mayor's responsibilities in their absence.
- Oversee committee operations and ensure meetings run smoothly.
- Supervise all Council record keeping.
- Monitor City Council and County Commissioner meetings and share updates with members.

Secretary

- Fulfill Vice-Chair duties in their absence.
- Record accurate minutes for all meetings.
- Distribute meeting minutes via email as needed.
- Maintain official Council decisions and documentation.
- Update member contact information every three months.

Deputy Secretary

- Fulfill Secretary duties in their absence.
- Maintain the FCYC calendar and event schedule.
- Take roll and track attendance at all meetings.
- Notify members who are nearing or have reached absence-based removal status.
- Manage and update membership card records.

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Sergeant at Arms

- Ensure Robert's Rules of Order are followed in all meetings.
- Maintain order and decorum throughout all FCYC functions.

Membership Chair

- Welcome and orient new members to FCYC.
- Manage onboarding packets and ensure readiness to participate.
- Maintain the Member Availability Chart to support attendance tracking.
- Keep accurate records of member participation and attendance.

Community Service Chair

- Recruit members for service projects and community events.
- Research and present at least two new service opportunities monthly.
- Coordinate a minimum of three service projects per year.
- Plan at least two team bonding activities annually.

Program & Marketing Chair

- Research and develop project ideas aligned with FCYC's mission.
- Submit articles or updates for City communications as needed.
- Design and distribute flyers, graphics, and promotional content for FCYC events.

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