

YOUTH EXECUTIVE BOARD INFORMATION PACKET

2026 - 2027



American Red Cross
Los Angeles Region

About Us

The American Red Cross is a humanitarian organization that provides emergency assistance, disaster relief, and education. As part of the global Red Cross and Red Crescent network, we operate under the fundamental principles of humanity, impartiality, neutrality, independence, voluntary service, unity, and universality.

The American Red Cross prevents and alleviates human suffering in the face of emergencies by mobilizing the power of volunteers and the generosity of donors.

The American Red Cross fulfills its mission through five main lines of services, each addressing critical areas of need:



**Disaster
Relief**



**Blood
Services**



**International
Services**



**Service to the
Armed Forces**



**Training and
Certification**

Our Youth & Young Adult Services is a multi-faceted program made up of more than 2,000 youth volunteers from 13 to 24 years of age. Our programs offer many activities and courses that help build character and provide the necessary tools and experiences needed for leadership and ultimately work to serve the Red Cross mission.

Contact Us

If you have any questions not answered in the application packet, please feel free to contact our Youth & Young Adult services team at youthservices.losangeles.ca@redcross.org.

What is Youth Executive Board?

The Youth Executive Board (E-Board) of the American Red Cross Los Angeles Region is one of the highest volunteer leadership opportunities for Red Cross youth at their local chapter. The E-Board consists of 9 officers that serve the American Red Cross mission by planning and implementing initiatives that inspire youth volunteerism in surrounding schools and communities through service, education, and leadership.



Why Join the Executive Board?

- **Do more with the Red Cross:** Lead service projects and encourage other youth to get involved in with the American Red Cross.
- **Learn more about the Red Cross:** Learn how youth play a vital role in supporting this humanitarian organization. Expand your experiences with the American Red Cross.
- **Meet new people:** Meet and work with Red Cross youth from local schools around the Los Angeles Region.
- **Learn how to work with adults:** Work with adult staff and volunteers to gain future workplace and professional opportunities.
- **Boost your skills:** Improve your time management, leadership, and project planning skills by leading volunteers and creating projects that make a difference in the community



Who are we looking for?

We are seeking bold, innovative, confident LEADERS who take initiative. We want individuals like YOU who can contribute to our vision and make change happen. We are looking students who have a passion for serving and have traits such as responsibility, dedication, initiative, and openness to growth and personal development.

What are the Responsibilities?

If selected to serve on E-board, members are expected to be committed and enthusiastic to the Executive Board and the Los Angeles Region Red Cross, in addition to their individual service. All members are expected to:

- Engage and actively participate in:
 - o Territory and Regional Events
 - o Executive Board Meetings (*at least* once a month, virtual or in-person)
 - o Position Meetings (*at least* once a month, virtual or in-person)
 - o One additional Red Cross event outside of E-board duties
- Promptly respond to e-mails, texts, and calls. No more than 48 hours later than received.
- Communicate any absences
 - o Missing more than 3 mandatory events without an excused absence or any follow-up can result in a probationary period or resignation from the role.
- Spend individual time working on projects as necessary.
- Support other E-Board members and attend as many events as possible.
- Document all hours worked on Volunteer Connection
- Help identify the needs of student populations and develop creative and thoughtful responses and/or solutions address these needs.

What is the Time Commitment?

All E-board members must be read to commit and serve **20 to 30 hours per month**. This is completed through everyday E-board tasks and all regional, territory, and leadership meetings.

Term Length: All Executive Board members will hold their positions during the Red Cross fiscal year from July 1st, 2026 to June 30th, 2027.

*** Note that this term will continue outside of regular school timeframes ***

All Executive Board members are accepted on an “at will” basis, meaning that they will be asked to resign if they do not fulfill their responsibilities or commit actions, not in the best representation of the American Red Cross.

If an E-board member is unable to meet the expectations set for them, there will be a disciplinary system in place so that accountability of our leaders are upheld.

- **First Warning:** A check-in meeting with an advisor will be held to discuss the missed events, review expectations, and provide support for improvement.
- **Second Warning:** A probationary period will be put in place where the member's participation and performance will be closely monitored.
- **Third Warning:** The E-board member will be removed from their position and responsibilities will be transferred to another E-board member until a new appointee is selected

What are the Requirements to Apply?

- Must reside in the Los Angeles Region
 - Must be an active youth volunteer with the American Red Cross
 - It is highly recommended to have served as a Red Cross Club Officer or have significant volunteer experience with the organization.
 - Must be a registered volunteer through Volunteer Connection
 - Must have a minimum of 15 hours recorded on Volunteer Connection prior to application submission
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- President candidates must have prior experience serving on the Executive Board.
 - It is highly recommended for Vice President candidates to have served at least one previous term on the Executive Board.
 - Applicants that apply for President must also run for Vice President.

Territory Locations

The American Red Cross Los Angeles Region is divided into five territories, each having their own respective Executive Board.

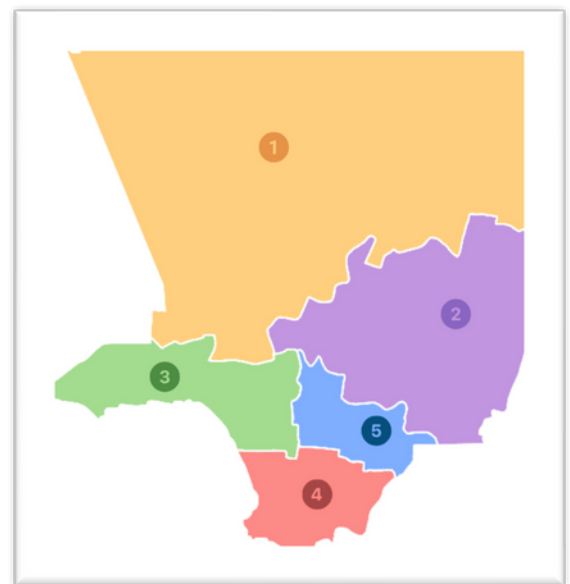
Territory 1: Northern Valleys (NV)

Territory 2: San Gabriel & Pomona Valley (SGPV)

Territory 3: Western LA (WLA)

Territory 4: Long Beach & South Bay (LBSB)

Territory 5: Metro Southeast LA (MSELA)



Application Process

Application: All candidates must submit a completed E-Board Application via an online form accessible through your Volunteer Connection (VCN) account. Complete all parts of the applications, as all responses will be reviewed in detail before the deadline.

Speech: All candidates will prepare and present a 1–2 minute speech to give at your designated territory speech date. This will give you the opportunity to promote yourself to local Youth Corps youth volunteers.

Election Day: During your territory's designated election date, a virtual election will be held to elect the President only. Each present Red Cross Club will have (1) collective vote and each current E-Board member will also have (1) vote. In the event of a tie, the Youth Advisor(s) and Volunteer Engagement Senior Specialist will give the deciding vote.

Interviews: All candidates will be required to participate in an interview process. Interviews will be conducted by a panel consisting of the current E-Board members and Youth Advisor(s). Interview invitations will be sent out after the application deadline, and all candidates will be notified of their interview schedule in advance.

Appointed Positions: The newly elected E-Board President, outgoing President, Youth Advisor(s), and Volunteer Engagement Senior Specialist will appoint the remaining positions. All E-Board applicants will be notified in June about their application status.

E-Board Retreat: The newly elected and appointed E-Board members will participate in a mandatory E-Board retreat. The retreat will take place prior to the start of the term and serves as a comprehensive onboarding experience. Dates will be shared during the interview process.

If you have any questions about the process, please contact Youth Services at youthservices.losangeles.ca@redcross.org.



Important Dates and Deadlines

Event	Dates
E-Board Applications DUE	March 27, 2026 11:59 PM <i>* President Applications only*</i> April 10, 2026 11:59 PM <i>*All other positions due*</i>
Speech and Elections	T1: April 13th 6:00 PM T2: April 15th 6:00 PM T3: April 17th 6:00 PM T4: April 20th 6:00 PM T5: April 22nd 6:00 PM
Interviews	April-May
Appointed Positions	June
Mandatory E-board Training Retreat(s)	Summer: TBD July – August Midyear: TBD December-January

Roles and Responsibilities

All E-board members are expected to attend and participate in the following:

Executive Board Meetings (EBM)

- Executive Board Meetings serve as planning calls for the District General Meetings (DGMs) and a time for members to provide updates on their respective positions.
 - There will be at least one initial planning meeting and one call as a run-through prior to each DGM to ensure smooth execution.

District General Meetings (DGM)

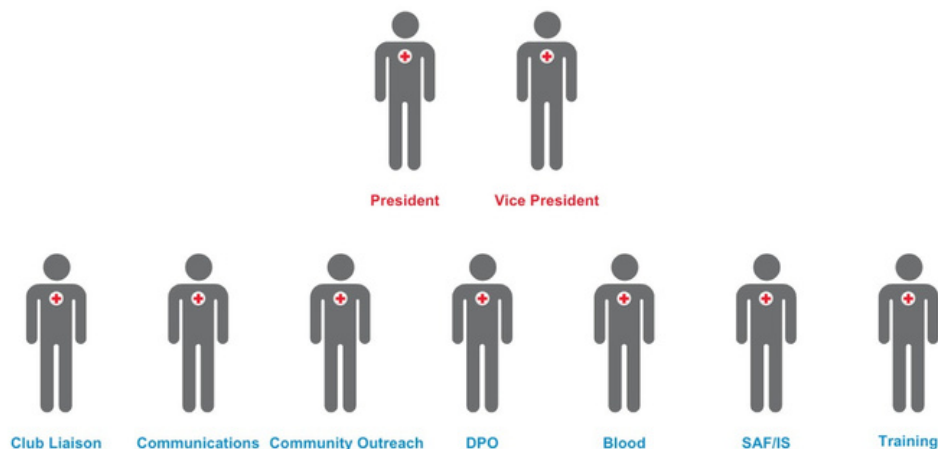
- Every 5 weeks, each Youth Corps will host a DGM planned by their respective E-boards. All E-Board members are expected to attend and support the execution of these events, which are designed to bring together Youth Corps volunteers, share important updates, and foster youth engagement
- All members are expected to promote and recruit volunteers from local Red Cross Clubs and Youth Corps to attend each event.

Position Meetings

- At least once a month, a position meeting will be held to allow members to provide updates on their projects and receive guidance and feedback.

On the following pages, the roles and responsibilities for each position will be listed.

Note: Not all duties are listed, as additional tasks may be assigned based on the needs of the Youth Corps and the Executive Board.



President

- Represent the Executive Board of local Youth Corps
- Prepare for, plan agendas, and preside at monthly Executive Board Meetings and District General Meetings
- Inform E-board members of all Youth Services updates and information
- Oversee, support, and ensure accountability of all E-board members in tasks and projects
- Ensure appropriate adult supervision will be present at all events
- Represent Youth Services at local Chapter Board meetings
- Research local events to find ways to represent the Red Cross as Youth Corps volunteers
- Report to Youth Advisor(s) and Volunteer Engagement Senior Specialist on a regular basis
- Host frequent 1-on-1's with each E-board officer
- Familiarize yourself with all other position duties and roles
- Work with Youth Advisors in approaching non-responsive clubs/officers
- Assist in the election process by interviewing prospective candidates and supporting next term's President
- Perform other duties as assigned

Initiative(s): Regional Youth Services Event

Vice President

- Preside at General Meetings and represent E-Board at chapter events and chapter board meetings in the absence of the President
- Take meeting minutes at all leadership meetings
- Serve as Volunteer Connection Lead who is in charge of:
 - o Ensuring all new Youth Corps/Club members are registered through VCN
 - o Updating and creating events on the Youth Services Regional Calendar
 - o Reconciling registrant statuses after each event
 - o Approving all hours by the 20th of each month
 - o Sending reminders for meetings and events
 - o Following up with quarterly check-in conference call to stay up-to-date with new VCN updates & content
 - o Serving as a resource to general members and Club officers
- Act as workshop consultant to members interested in hosting territory or regional events
- Host bi-monthly E-Board bonding events
- Perform other duties as assigned

Initiative(s): Monthly VCN Workshops and Oversee Shadowee Program

Club Liaison

- Assist schools in the Club Renewal process by retrieving an updated club constitution and list of club officers
- Lead and collaborate with other E-board Club Liaisons to host a Regional Officer Retreat for all club officers
- Reach out to individual clubs to provide midyear progress and create goals for the end of the year
- Constantly check emails and be available as a point of contact between members, schools, and E-board
- Use a platform of choice to maintain communication with Club Presidents/Officers
- Keep track of Club compliance for all clubs in the territory
- Ensure that Red Cross Clubs document all events/engagements through Volunteer Connection
- Collaborate with the Community Outreach Officer to contact new and expired schools to try to establish a Red Cross Club
- Host bi-monthly check-in meetings with individual Club Presidents and Vice Presidents
- Host monthly President Calls to update and assist Club Presidents
- Perform other duties as assigned

Initiative(s): Regional Club Officer Retreat

Communications Officer

- Design graphics, create and email newsletters, etc. to promote upcoming Red Cross youth events and adhere to Red Cross brand standards
- Create LA Region Youth Newsletter every 2 weeks
- Collect and track photo release forms for each District General Meeting
- Send all email communication as a draft to Youth Advisors for review prior to the dissemination of information
- Send 3 reminders for events (two weeks, one week, and two days prior to the event)
- Stay on track with upcoming events across the region and relay information to entire E-Board
- Communicate regularly with Red Cross Club officers about regional events and updates
- Be a Communications Department volunteer and have direct contact with the department
- Create an end-of-the-year presentation on all district/chapter youth events for the year via PowerPoint, scrapbook, video collage, etc.
- Document all chapter meetings and events through photos and videos
- Perform other duties as assigned

Initiative(s): Professional Development Series

Community Outreach Officer

- Conduct Red Cross New Youth Volunteer Orientations for prospective youth volunteers
- Serve as the main point of contact for prospective youth volunteers & regularly follow up with students by sending personalized event invitations
- Work alongside the local Volunteer Services Recruiter to strategize engagement techniques and participate in outreach events
- Implement strategies for supporting student access to Red Cross DGMs & other youth corps events
 - o Ex: organizing a ride-share system so students without rides can attend in-person events
- Foster positive and collaborative relationships with other student organizations & local non-profits to expand Red Cross services
 - o Ex: reach out to existing after-school tutoring programs or teachers to invite students to Red Cross events
- Organize quarterly workshops, lectures, discussions and/or panels on promoting topics related to diversity
- Help identify the needs of underrepresented student populations and develop creative and thoughtful responses, solutions, and/or programs to address these needs
- Serves as the Volunteer Recognition lead who:
 - o Serves on Volunteer Excellence Awards Committee
 - o Plans & leads recognition activities on a team level
- Serve as the fundraising lead who can:
 - o Collaborate with other E-Board Community Outreach officers to host and plan at least one region-wide fundraiser to support a cause
- Performs other duties as assigned

Initiative(s): New Youth Volunteer Orientations and Quarterly Workshops

Disaster Preparedness Officer

- Become trained and train youth volunteers year-round in Disaster Programs including:
 - READYteens
 - Sound the Alarm/Homes Made Safer
 - Be Red Cross Ready
 - Prepare with Pedro
- Serve as a lead to recruit youth volunteers for Sound the Alarm events
- Actively promote and schedule two preparedness education events in places such as schools, libraries, community events, boys and girls Clubs, etc.
- Establish a working relationship with Disaster Services adult volunteers to support disaster services events
- Work alongside the local Disaster Program Manager and stay updated on local Disaster Service opportunities
- Serve as a resource to general members and Club officers
- Ensure each Red Cross Club hosts a minimum of one preparedness education event
- Attend monthly Disaster Cycle Services meetings in the territory to represent Youth Services
- Perform other duties as assigned

Initiative(s): Sound the Alarm

Blood Services Officer

- Act as the liaison between schools, clubs, and Biomedical Services to ensure smooth coordination of blood drives
- Collect and track data on blood drive results, including the number of donations, donors, and volunteers
- Plan a minimum of four (4) chapter wide Blood Drive per school year
- Support recruitment efforts for Blood Services programs including:
 - Blood Donor Ambassador
 - Summer Youth Corps
 - Winter Youth Corps
- Develop and implement campaigns to raise awareness about the importance of blood donation within local schools and the community.
- Build relationships with local businesses, community organizations, and other stakeholders to help secure sponsorships or support for blood drives.
- Serve as a resource to general members and Club officers
- Perform other duties as assigned

Initiative(s): Blood Drives

Training Services Officer

- Becometrained and train youth volunteers year-round in Training Services Program including:
 - Hands Only CPR
 - Longfellow's WHALE Tales
 - YFAST
- Support youth engagement in events like the First Aid Station Team (YFAST) training
- Actively promote and schedule respective schools for a minimum of two training events in places such as schools, libraries, community events, boys and girls Clubs, etc.
- Host a minimum of 2 Hands-Only CPR trainings per year
- Serve as a resource to general members and Club officers
- Support any regional Training activities and events
- Serve as a resource to general members and Club officers
- Perform other duties as assigned

Initiative(s): Hands Only CPR + WHALE Tales

International Services & Services to the Armed Forces and Veterans Officer

- Betrained in, participate in, and lead the International Humanitarian Law Youth Action Campaign (IHL YAC), training youth to become IHL Advocates and host campaigns.
- Cooperate with IHL Youth Coordinators to assist in IHL YAC advocate trainings and to commence campaign projects by hosting events and tracking data accordingly
- Host quarterly meetings to assist and update all IHL Advocates
- Assist Red Cross Clubs in organizing Veterans and Refugee Wishlist drives on campus
- Responsible for all activities and projects involving International Services (IS), including:
 - o The Measles and Rubella Initiative | Stay informed and up to date on Measles Initiative progress via <http://www.measlesrubellainitiative.org/>
 - o Restoring Family Links, etc.
- Establish a working relationship with regional International Services and Service to the Armed Forces Director Diana Boyd (diana.boyd@redcross.org), to support any regional IS/SAFV activities and events
- Serve as a resource to general members and Club officers
- Help integrate and educate members on current Red Cross IS/SAFV roles and operations
- Perform other duties as assigned

Initiative(s): IHL Youth Action Campaign, Veterans and Refugee Wishlist Drive