

**Magdalena Surma**

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Dear YATA national chapters,

I am interested in applying to be a Secretary General of the YATA Executive Board. Over the past year, I had an opportunity to complete an internship at the NATO Association of Canada. This is where I worked as a Program Editor for Global Horizons, Canada's NATO Podcast Contributor, Outreach Coordinator, and Project Coordinator. I have experience interviewing diplomats, government officials, academics, and media experts. In addition, I have experience organizing and managing major conferences and events. As the NATO Association of Canada's Project and Outreach Coordinator, I have communicated with various diplomats, journalists, businesses and members of the media. I am interested in this position because it will provide me with an opportunity to continue working on coordinating, managing, and organizing events while being an active member of the Youth Atlantic Treaty Association.

My year plan for this position involves me actively being engaged in organizing, managing, coordinating, and assisting with major conferences, events, and initiatives geared at reaching out to our youth and high profile delegates. In addition, I plan on actively working with my network of diplomats, government officials, representatives of various countries, and influential members of the international and global economy in order to assist YATA in any way possible.

My year plan consists of completing the following tasks throughout the year:

- Liaise with the President to plan meetings and replace him when required;
- Maintain effective records, keeping up-to-date contact details (including mailing list)
- Be the manager of the Executive Board and ensure the Board's activities are in line with its objectives;
- Act as custodian of the organization's working documents;
- Keep a record of the organization's activities and taking meetings minutes;
- Be in charge of making the protocol implemented at every YATA event to ensure the professionalism and consistency of the organization.

Sincerely,

Magdalena Surma