

PNUAA Youth Representative

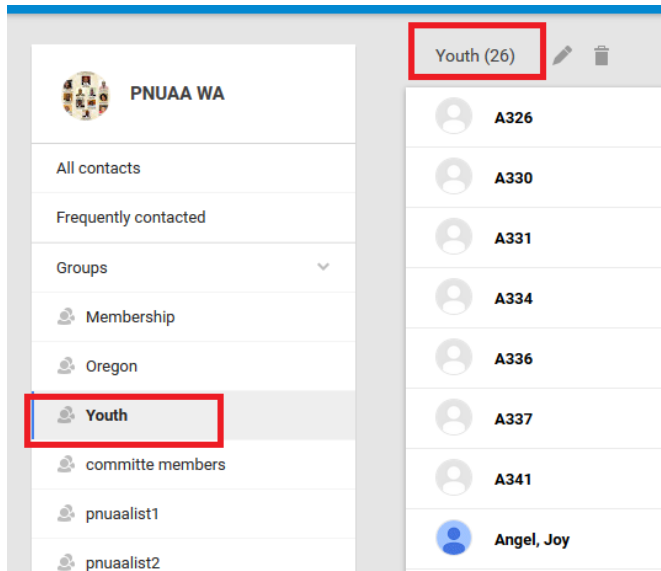


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Publicity Secretary
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Duties of the Youth Representative

1. Maintain youth Database

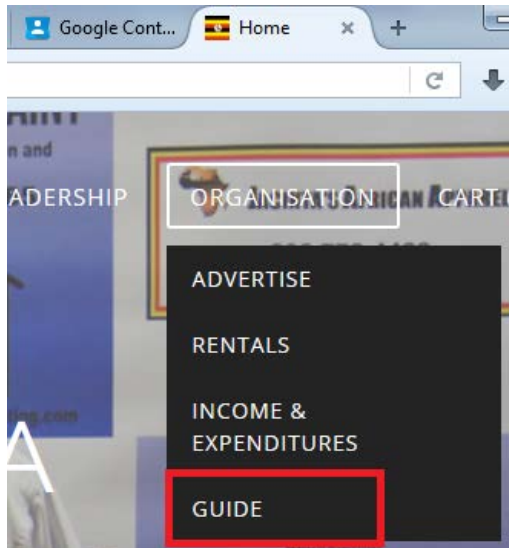
Add new members: their names, emails and phone numbers



2. Add their emails to the PNUAA Google GROUP. pnuawa@googlegroups.com

How to use googlegroups can be found on PNUAA website under **GUIDE**.
<http://www.pnuawa.org/401/login.php?redirect=/guide.html>

You need a Password to Access the Guide.



3. Send out emails about current news affairs to the PNUAA GOOGLE GROUP

Access pnuaa gmail Account pnuawa@gmail.com, Ask Chairman for Password

Compose an email and send it out to pnuawa@googlegroups.com

Once the message is sent, it will be received by all members in the “googlegroup”, Including youth and adults.

RE: Example

pnuawa@googlegroups.com

RE: Example

Hello Community Members

Sharing Good News

Your Sincerely

<Your Name>

Youth Representative, PNUAA

4. Maintain the Youth Website page.

Add youth **activities**, e.g camping, volunteering, Games

Add **Picture gallery** for the youth

Add current **News affairs**

Add **Scholarships** for the youth

Add **Calendar** of activities

etc.. Any Other activities that may be necessary

