

Youth Education Trust (YET)  
Executive Trustee and Director  
Role and Function, Duties and Responsibilities, Powers and Rights  
1.

a) The Executive Trustee and Director shall be the full-time Chief Executive of the Youth Education Trust, hereinafter referred to as the Trust or YET. As such, the Executive Trustee and Director, hereinafter known as the Director, shall be responsible for the implementation of policies and programmes, laid down by the Trust and of its decisions and resolutions.  
b) The Director shall perform the role and functions, carry out the duties and responsibilities and exercise the powers and rights attached to the office, in accordance with procedures laid down by the Trust, and  
i) more especially, in regular consultation with the Executive Committee of the Trust;  
ii) in regular consultation with the Adviser appointed by the International Foundation 'for Education with Production, hereinafter referred to as FEP International, in terms of the agreements between FEP International and the YET.

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The Director shall in particular and without derogation from the generality of the above:

1) be responsible for fundraising on behalf of the Trust and its programmes and projects; '  
ii) ensure effective implementation of all agreements between FEP International and the Trust, and in particular paragraph G of the main agreement ;  
iii) be responsible for establishing and maintaining good working relations with all authorities, organisations and individuals, interested or likely to be interested in the policies and programmes of YET;  
iv) monitor the performance of the duties of the Coordinator of 'the Kangwane Work Study Centre, in terms of the Role and Functions description for the Coordinator, and more especially the functions described in paragraphs 2 a) (i) to 2a) (xiv), noting 'whether these functions are performed according to procedures laid down in paragraphs 3 a) to e) and 4 a) and b) (i) to (vi);  
v) keep informed of programmes and projects in the planning and implementation of which YET is likely to be interested;

- vi) in \_coordination with the Executive Committee and in consultation with the Coordinator of the Kangwane Work Study Centre, develop an annual programme of action for the YET;
- vii) submit monthly reports on activities, to the Executive Committee,
- viii) ensure effective implementation of agreements between the Trust and the Kangwane authorities;
- ix) ensure that proper accounting, record keeping and minute recording of all meetings of the Trust and the Executive Committee are maintained at all times, and auditing by properly qualified persons take place;
- x) ensure that all property, immovable or moveable, belonging to the Trust are maintained in good order and are insured;
- xi) in between meetings of Trustees, maintain frequent personal contact with all Trustees to brief them on activities and proposed action, and to provide them with up to date documentation.

3.

- a) The Director shall be able, in order to fulfil the requirements of paragraph 21v) hereof, have the same rights as given to the Coordinator in terms of paragraph 3 a) to 3e) of the Coordinator's role description and be subject in exercising them to the same procedures set out in paragraph 4a) to 4b) (1) to (vi) thereof, subject to giving adequate notice to the Coordinator and through the Coordinator to all other structures, personnel, students and trainees.