

Hello from CYE

Welcome to CYE! We're excited to have you on board with us. Being new to this organisation it can be overwhelming to get to grips with how CYE works and how a delegate can contribute throughout the year. For anyone who is completely new to CYE, this starter pack is definitely for you. If you have already had experiences with CYE, feel free to go through the contents of this document and read the sections that may be new to you.

We will go through a number of areas so that you familiarise yourself with CYE and its work. Furthermore, we would like to give you an idea of the CYE delegate role, responsibilities and a guide on how you can contribute and collaborate with CYE throughout the year.

So let's get started!

CYE structure and how it works

CYE has two main roles within its organisation. The roles are that of a Board member and of a CYE delegate.

CYE Delegate

The most important of the two is without question the role of a delegate. CYE delegates are what makes CYE tick, the work and collaboration that you can work on throughout the year will massively help CYE's plans and its projects.

As you may already know, each country may have a different process of how a CYE delegate is selected. What's good to know is that each AO ECS member can have a youth representative (aged between 18 and 30) within CYE.

Whilst delegates can change at any time (due to age restrictions or personal matters), we hope you're in it for the long haul. Why do you ask? It helps CYE as a group to grow together in so many different ways, the projects, ideas and also personally building relationships with other CYE youths around you. Trust us it's worth it.

CYE Board members

You would think a Board member is more important than a CYE delegate right? If you look at the responsibilities, well then maybe yes. But something that you should never forget is that a CYE Board member is first and foremost a delegate.

Be it a delegate or a board member, you think about how CYE can raise more awareness, how it can improve in certain aspects, you collaborate with others, brainstorm ideas, you name it - it doesn't matter your role.

The difference is that Board members are the decision makers, plan the year's work, work with CYE delegates on projects, have meetings throughout the year and stay in contact with AO ECS.

CYE's board consists of three members: General Coordinator, Project Manager and Financial Manager. A CYE board has a two-year term, after which elections take place during our yearly conference to elect a new board. All delegates can be board members, if you're someone who already had a similar experience in your country or would like to be part of the board, don't shy away from it. Not sure if it's the right time? Don't worry, give it a year or two, see how it goes as a delegate and maybe after getting a taste of CYE you will feel prepared to be part of the CYE board.

How CYE works

Throughout the years CYE has created quite a number of projects, some of which are ongoing on a yearly basis. CYE's projects start off as an annual project. It is customary for CYE to work on a new project every year. Eventually projects that prove to be successful will naturally grow further and become a permanent CYE project.

Annual projects are proposed by CYE delegates and the CYE board before the CYE conference. A voting process takes place before the conference to decide on what to work on. During the conference, we discuss and plan the project together.

Projects

The main projects of CYE focus on quite different things, which is great because you will certainly find something you can contribute in.

Summer Camps

<https://www.cyeweb.eu/annual-projects/summer-camp/>

It's safe to say that this is one of CYE's biggest and most popular projects. The first Summer Camp was held in Hungary way back in 1999! A CYE Summer Camp aims to gather young coeliacs from all over Europe (and sometimes beyond) for a week full of activities without having to worry about coeliac disease or the gluten free diet.

If you have never experienced a CYE Summer Camp, we highly recommend it.

Travel Net

<https://www.cyeweb.eu/travelnet/>

This project is a simple idea but so effective. Coeliacs want to travel to a European countries but they're not sure what they're going to find, restaurants, hotels or shops to buy gluten free food. Travel Net offers such information from AOECS member countries. It's a great way to provide information to travelling coeliacs out there.

Our hope is to grow this project further by having information not only about countries that are AOECS members but other countries.

Beat the Wheat

<https://www.cyeweb.eu/beat-the-wheat/>

2012 brought about a new project to CYE, Beat the Wheat. It started off as an online magazine bringing coeliacs personal stories, travel experiences and gluten free recipes. In 2019, it was transformed to an online blog as part of our website.

Social Media

Facebook: <https://www.facebook.com/coeliacyouth>, Instagram: <https://www.instagram.com/cyecoeliacyouth/>

Whilst updating our social media channels is not exactly a project, it has become a big part of CYE's work during the year. Created in 2017, both Facebook and Instagram are a great way for CYE to reach out to young coeliacs around Europe.

It is quite a challenge to continuously create engaging and unique content but we keep on improving. We do manage to attract coeliacs wanting to be part of CYE through social media, so we must be doing something right!

How can you contribute

We have mentioned some of our projects but how can a delegate contribute? In 2019, CYE wanted to improve the way the board and delegates work together by creating Working Groups. These working groups consist of a group of delegates focused on working on a particular project.

The projects we mentioned before all have dedicated Working Groups:

Summer Camp

This one's for you: Experiences in planning activities/events or have an interest in management

Organising a Summer Camp has its challenges: there's scheduling of activities, accommodation, food and drinks, transport, sponsors...it's a big event. This Working Group is ready to help the current organising team throughout the year. Along with CYE's Board, meetings are held with the organising team discussing the progress and any potential issues.

Apart from being part of the Summer Camp Working Group, you can of course decide to organise the Summer Camp in your country. There's a lot to think about and you need a dedicated and hard working team around you but it's far from impossible.

Travel Net

This one's for you: Travelling guru, into research, great at communication and follow-ups

The process of updating each country's Travel Net information can be a daunting task if it is handled by one person. This Working Group eases the process by having each delegate taking care of a number of countries.

There's also the opportunity to extend Travel Net further, gather information about countries outside of Europe from youths and we can provide even more gluten free travelling information.

Beat the Wheat

This one's for you: Great at content writing, editorial/blog experience, research, communication and follow-ups

The Beat the Wheat team is always looking for new people to join the Editorial team or to contribute with articles or research. Articles can range from recipes, scientific to travelling tips and news from coeliac groups around Europe. Such content can go a long way for CYE to gain more interest online.

Social Media

This one's for you: A bit of a creative edge, social media planning, come up with campaigns/competitions

This Working Group is rather special as it can work hand in hand with all other Working Groups to create more content. Think out of the box and create unique content for CYE and it's members. It has been the norm to have a country handling content each month with the help of this Working Group and the CYE Board. It can be a challenge at times but having a clear plan and good communication help CYE grow further its reach on social media.

Feedback and Communication

Some may feel not ready to be part of a Working Group, that's fine it can take some time to get used to things. You can still contribute in a lesser capacity throughout the year.

The CYE board (and possibly other delegates) will send updates in the form of emails or through chat groups (mainly WhatsApp) during the year. Such communication will include updates on board meetings, progress on projects, sharing ideas or invitations to online meetings. Sharing your opinion is very important, it will help you start getting used to CYE but more importantly it's the first step to start collaborating with other delegates.

Meeting the CYE board and its delegates once during the year can make it difficult to connect with everyone, that is why online meetings are a great opportunity. Same as email updates, you get the chance to share your ideas and collaborate with others, it also helps you to build relationships with other delegates. A simple hello and asking how everyone else is can make a huge difference during your time with CYE.

Challenge yourself to be out of your comfort zone, speak up your mind - there's no right or wrong way, we discuss, share ideas and build on each other's thoughts.

What to focus on

We have gone into a lot of detail on our projects and how a CYE delegate can contribute. How can we summarise all of this? We like to split this into two, Expectations and Opportunities:

Expectations

- A level of collaboration with CYE through emails, video calls and other forms of communication
- Ready to be part of CYE for at least two years
- Contribute in the number of ongoing CYE projects such as Travel Net, Beat the Wheat, Social Media
- Share CYE's work at local events to help promote CYE with other coeliacs
- When the time comes for a new delegate to join CYE, a form of handover must be provided

Are these mandatory? Not really, we won't be running around delegates demanding this and that. Think of this as a summary of a CYE Delegate's role and responsibilities.

Opportunities

- Experience voluntary work at a European level
- Collaborating with delegates from different cultures and/or perspectives helps you grow
- Potentially improve management skills - communication, leadership, teamwork

Conclusion

CYE is a great place to collaborate with others to keep raising more awareness on coeliac disease and gluten free diet. It's funny how that was just the second time we mentioned 'coeliac disease', think about it...that's the point, you're part of an organisation where you can let go of those daily 'annoyances' and help others realise that they can experience it as well.

We wish you a gluten free experience with CYE!