



CLUTHA YOUTH COUNCIL

TERMS OF REFERENCE

The Clutha Youth Council was established in 2008 as a standing committee of Council to act as the voice of youth to the Clutha District Councillors and Staff. The Youth Council acts as an advocate for young people aged between 14 and 24 years, ensuring that the voices of young people is heard by the Council. The Youth Council is one of the ways the Council gains input from young people. This document outlines the purpose, roles and responsibilities of the Youth Council.

Youth Council's Purpose:

- Provide a youth voice and perspective to the Clutha District Council
- Build leadership skills and capabilities on Youth Councillors
- To engage young people in Clutha District Council decision-making processes

Achieve this by:

- Engage young people in Clutha District to have a voice in decision-making.
- Encourage Youth Council to participate in community projects and/or events
- Contribute to Council policies, strategies and programmes
- Promote positive aspects of youth in the community.
- Promote and award \$4,000 in youth development grants to local youth
- Develop the capabilities of its members (including leadership and engaging more widely with youth)

Responsibilities:

Members are required to:

- Attend Youth Council meetings which are held 6-weekly on Monday's from 5.00pm to 8.00pm
- Read the Youth Council meeting agenda and the minutes before each youth council meeting.
- Be available and commit to workshops and project teams.
- Be available to attend other trainings and meetings that may occur.
- To act responsibly in the public arena including the use of media and social media.
- Pass Youth Council information on to networks, such as schools and interest groups etc.
- Assist the Clutha District Council to engage with youth.

Membership:

The Youth Council will consist of a maximum of 14 members. *Members should:*

- Be between 14 - 24 years of age
- Live within the boundaries of the Clutha District or attend school/training or be employed within the district
- Have the ability to work with other people and work in a team.
- Demonstrate leadership, governance, advocacy and service skills
- Be committed to attending meetings regularly
- Apply to be a member

Selection Process:

- The call for applications will be in November/December each year for the following year.
- The Council's Community Support & Development Advisor will interview those who apply
- Youth Councillor's will be selected on their ability to demonstrate leadership, advocacy, community service and group fit.
- A reserve list will be compiled during the selection process for the purpose of filling any vacancies occurring during the year
- In order for there to be a balance of gender and geographical diversity Clutha District Council may ask Clutha District secondary schools for nominations.

Conduct:

Members of the Youth Council cannot in any way claim to represent the views of the Clutha District Council. Youth Councillors will be expected to conduct themselves appropriately when representing the Clutha Youth Council. This includes when speaking personally, on social media platforms and with written material.

Removal:

If a Youth Council member misses two meetings in a row without providing a formal apology, their membership on the Youth Council will cease.

If a Youth Councillor repeatedly misses meetings but does make apologies they may be asked to reconsider their ability to undertake the role required of them as a Youth Councillor.

Term of Appointment:

Any young person appointed to the Youth Council shall be appointed for a maximum of three years. If a Youth Councillor serves three years he/she may offer themselves for re-election.

Youth Council Leadership:

- A chairperson and deputy chairperson will be appointed at the first meeting of each newly appointed Youth Council.
- In the absence of the chairperson, the deputy chairperson will run the meeting or take on the duties as required. The deputy chairperson will be given the opportunity to chair 1-2 meetings per year.
- A Youth Councillor shall become minute secretary and will record and maintain the minutes.