



# **Terms of Reference**

# **Cunderdin Youth Council**

## **Introduction:**

The Shire Youth Council, hereinafter referred to as the "Youth Council," is an essential platform for the youth within our community, aged between 12 and 20 years old. This council aims to empower young people, provide a voice for their concerns, and engage them in community development initiatives. This document outlines the operation and guidelines governing the Shire Youth Council.

## **Purpose:**

The Shire Youth Council serves the following purposes:

*Representation:* To be the voice of the youth community and represent their interests to the Shire Council.

*Learning and Skills Development:* To provide young people with opportunities for personal growth, leadership, and skills development.

*Event Planning:* To plan and execute youth group events and community/youth-oriented activities that benefit the Shire.

*Shire Council Engagement:* To foster a deeper understanding of the Shire Council's functions and encourage active involvement in local governance.

## **Membership:**

*Age Requirement:* Membership is open to individuals aged at least 12 years old in the year they join and not older than 20 years old in the year they join.

*Inclusive Membership:* The Youth Council is open to all young individuals regardless of their abilities.

*Residency:* Members must reside within the Shire boundaries, although they may study or work elsewhere.

## **Community Group Membership:**

*Resource Centre Representative:* This role involves:

- Facilitating communication between the Resource Centre and the Youth Council.
- Collaborating on projects or initiatives that align with the interests of young people.
- Sharing relevant resources and information from the Resource Centre with the Youth Council.

*Local Police Officer Liaison:* This liaison is responsible for:

- Promoting positive interactions between the youth community and the police.

- Addressing any concerns or questions related to law enforcement within the Shire.
- Coordinating youth-focused safety initiatives or educational programs in collaboration with the council.

*Shire of Cunderdin Representatives:* Their role includes:

- Providing insights into the Shire's policies and initiatives related to youth.
- Collaborating with the Youth Council on projects that benefit the Shire's youth.
- Acting as a conduit for communication between the Shire Council and the Youth Council.
- Shire of Cunderdin Council members only have 1 collective vote for any items which require motions.

*Local School Membership:* These representatives play a crucial role in:

- Advocating for the interests of students within their respective schools.
- Identifying opportunities for collaboration between the schools and the Youth Council.
- Promoting educational initiatives and youth development programs in partnership with the council.

The inclusion of Community Group Membership within the Youth Council fosters strong ties between the council and key stakeholders in the community. This collaboration ensures that the council remains informed about local resources, safety, municipal policies, and educational opportunities, ultimately benefiting the youth community within the Shire. These representatives contribute valuable insights and expertise to the council's initiatives.

### **Meetings and Attendance:**

*Frequency:* The Youth Council will convene monthly meetings on Monday nights, either online or in person at the Shire Chambers, as deemed appropriate by the council.

*Attendance:* Members are expected to attend meetings regularly. Missing more than two consecutive meetings without prior approval may result in removal from the Youth Council.

*Event Participation:* Members are encouraged to actively participate in at least 25% of all Youth Council's events, training days and activities.

### **Selection and Nominations:**

*Annual Nomination Process:* An annual nomination process will be conducted using an application form made available to eligible candidates.

*Role Allocation:* Roles within the Youth Council, including President, Secretary, Treasurer, Social Media Coordinator, and general members, will be determined by a majority vote among the members.

## **Roles and Responsibilities:**

### **1. President:**

*Leadership:* The President is the leader of the Youth Council and presides over meetings. They set the agenda, facilitate discussions, and ensure meetings run smoothly.

*Representation:* The President represents the Youth Council to the Shire Council and other external stakeholders. They communicate the concerns and interests of young people effectively.

*Strategic Planning:* They work with the Youth Council members to develop the council's overall strategy, goals, and objectives.

*Decision-Making:* The President often has the final say in council decisions when consensus cannot be reached, but they should aim to lead collaboratively.

### **2. Secretary:**

*Record Keeping:* The Secretary is responsible for maintaining accurate records of council meetings, including minutes, attendance, and action items.

*Communication:* They manage communications within the council, ensuring members are informed about meetings, events, and important updates.

*Documentation:* The Secretary maintains a repository of important documents and resources, making them easily accessible to members.

*Support:* They support the President and other members by providing information and documentation as needed.

### **3. Treasurer:**

*Financial Management:* The Treasurer oversees the financial aspects of the Youth Council, including budgeting, fundraising, and expenditure tracking.

*Reporting:* They prepare financial reports for the council, ensuring transparency and accountability in financial matters.

*Grants and Funding:* The Treasurer may be responsible for seeking out grants and funding opportunities to support the council's activities.

*Financial Planning:* They work with the council to create a financial plan that aligns with the council's goals and objectives.

#### 4. Social Media Coordinator:

*Online Presence:* The Social Media Coordinator manages the Youth Council's online presence, including social media platforms and the council's website.

*Content Creation:* They create and curate content that promotes council events and activities, engaging with the community and encouraging participation.

*Community Engagement:* They interact with the online community, responding to questions and feedback and fostering a positive online environment.

*Analytics:* The Coordinator tracks the performance of social media campaigns and provides insights to improve engagement.

#### 5. General Members:

*Event Planning:* General members actively participate in the planning and execution of youth and community events. They may be responsible for specific aspects of event planning, such as logistics, promotion, or volunteer coordination.

*Decision-Making:* General members contribute to the decision-making process within the council, offering their perspectives and ideas.

*Community Outreach:* They engage with the community to gather input, identify issues, and promote council activities.

*Project Contributions:* General members take on various responsibilities as needed to support the council's initiatives, such as research, outreach, or advocacy.

These roles and responsibilities are designed to create a well-rounded and effective Youth Council, where each member contributes their skills and expertise to advance the council's objectives, represent the youth community, and make a positive impact within the Shire. Collaboration and teamwork among these roles are crucial for the council's success.

#### **Amendments, Review, and Approval:**

*Amendments:* Any proposed amendments to these Terms of Reference must be discussed and approved by a majority vote of the Youth Council members.

*Annual Review:* These Terms of Reference will be reviewed annually to ensure they remain relevant and effective in achieving the Youth Council's objectives.

*Approval:* These Terms of Reference will be approved and ratified by a majority vote of the Youth Council members during the annual review.

These Terms of Reference are designed to create a welcoming and inclusive environment for young people within our community, fostering their active participation in local affairs and community development.

Review: *December 2024*