

**THE CORPORATION OF THE TOWN OF SHELBURNE
YOUTH ADVISORY COMMITTEE
- TERMS OF REFERENCE -**

MANDATE

The Corporation of the Town of Shelburne's Youth Advisory Committee (the "YAC") will provide a meaningful and constructive voice for the youth of Shelburne, while advising Council on important social, recreational, and lifestyle issues concerning the Town's younger population.

PURPOSE

The purpose of the YAC is five-fold:

1. To keep Council informed on important matters affecting youth in Shelburne;
2. To act as a positive advocate for youth in Shelburne;
3. To actively seek input from youth on important matters affecting them;
4. To support events and activities sponsored by the YAC that relate to the mandate;
5. To provide leadership experience for Shelburne's young people.

VISION

It is the vision of the YAC to provide an effective and meaningful communication link between the youth of Shelburne and Council and to encourage the development of opportunities, programs, and services that will enhance the quality of life, health, and well-being of the youth in our community.

MEMBERSHIP

The YAC shall be comprised of a maximum of twelve (12) people aged 13 to 18 years of age. Council will also appoint one (1) member of Council and one (1) staff member to serve on the YAC as non-voting Liaisons.

TERM

The term of office shall be for one (1) year commencing in January. Once appointed, members may apply for reappointment if they continue to be eligible.

APPOINTMENT TO THE YOUTH ADVISORY COMMITTEE

In order to be considered for appointment or reappointment to the YAC, interested persons must complete a YAC application and have same submitted to Town staff by the stated deadline determined in a given year.

All applications received from eligible applicants will be forwarded to Council for review and appointment.

EXECUTIVE TEAM

The YAC's Executive Team will be comprised of an elected Chair, Vice-Chair, and Secretary.

ELECTIONS

Elections for the Executive Team positions will be held at the inaugural meeting of the YAC each year, and will be conducted and administered by the Council and Staff Liaisons. Members interested in seeking an Executive Team position may either declare their candidacy or be nominated by a fellow Member and shall be permitted up to two (2) minutes to speak prior to voting. Voting will be conducted by way of secret ballot.

RESPONSIBILITIES OF CHAIR

1. To chair all meetings of the YAC;
2. To prepare the agenda for meetings with the assistance of the Council and Staff Liaisons;
3. To delegate appropriate tasks or responsibilities to individual Members as necessary;
4. To network with other youth organizations;
5. To make presentations and reports to Council as required;
6. To represent the YAC at social functions or meetings where the YAC's attendance is required;
7. To lead public meetings or workshops as required;
8. To cast an additional vote if required to break any tied vote.

RESPONSIBILITIES OF VICE-CHAIR

1. To assume all responsibilities of the Chair in his/her absence;
2. To oversee all work of the YAC and foster a positive environment and open communication;
3. To supervise attendance of YAC members with the assistance of the Staff Liaison.

RESPONSIBILITIES OF SECRETARY

1. To record minutes of all YAC meetings and email those minutes to the Staff Liaison;
2. To ensure that all minutes are clear and properly record all motions;
3. To maintain a current and accurate membership list with contact information;
4. To mark the attendance of Members at all meetings;
5. To advise the Vice-Chair, and Liaisons if any Member has missed three (3) meetings;
6. To send notices for all meetings to the Members.

RESPONSIBILITIES OF ALL COMMITTEE MEMBERS

1. To attend all meetings of the YAC;
2. To play an active role on the YAC by participating and contributing to YAC initiatives;
3. To vote on matters to be decided by the YAC;
4. To propose projects and/or plans designed to further the YAC's mandate and purpose;
5. To actively solicit information and suggestions from peers concerning youth issues;
6. To always act with integrity and respect;
7. To advise the Secretary and/or Staff Liaison of any planned absence.

COUNCIL AND STAFF LIAISONS

Council and Staff Liaisons primary roles are to assist the Executive Team and the Members with procedural matters.

ATTENDANCE

When a YAC Member misses three (3) regular meetings without explanation or valid regrets, they may be asked to resign from the YAC.

Regrets should be sent to the Secretary and/or Staff Liaison as early as possible.

SUBCOMMITTEES

Subcommittees may be formed to complete specific tasks related to the YAC's mandate and purpose but must report through the YAC.

PROCEDURES AND PROTOCOL

A. Decision Making

The YAC will approve all matters by resolution. A resolution of the YAC will be adopted on a motion, carried by a simple majority vote. Quorum is required and shall consist of a minimum of 50% + 1 of the voting Members.

B. Meetings

Meetings of the YAC will be held monthly at pre-determined times, or at the call of the Chair. Meetings will generally be held in the Council Chambers and will be open to the public.

C. Council Reporting

The YAC shall report to Council at least quarterly (generally in March, June, September, and December) regarding their activities. Reports may be made in the form of a deputation to Council, or by way of a written memorandum. Ratified minutes shall be sent to Council on a monthly basis.

PROJECTS AND EVENTS

Based on its stated mandate and purpose, the YAC will establish its priorities at the beginning of each new term and develop a plan to focus its attention and action. Additionally, the YAC may address items referred to it by others.

The YAC may consider matters that are deemed to be of importance and within its purview. The YAC will also consider matters referred to it by Council or other committees.

AMENDMENTS TO TERMS OF REFERENCE

The Terms of Reference of the YAC should be reviewed on an annual basis at the end of each term. The YAC may recommend revisions to the Terms of Reference to Council for consideration.