

Township of Southgate Youth Action Committee (YAC)

Terms of Reference December 2018



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Mission and Vision Statement:

The Township of Southgate's Youth Action Committee's focus is to encourage local youth to be socially conscious, healthy and engaged contributing members of the community. YAC works towards creating an environment to empower youth to be creative, active and to have a voice to create positive change in the communities within Southgate. The Committee will further work with Southgate staff/adult allies to advise and recommend programs, services, current trends and issues related to Youth.

Mandate:

1. Create spaces for youth to hang out.
2. Raise awareness about opportunities to get involved in the community.
3. Raise awareness about the issues that youth in Southgate are facing.
4. Encourage youth to "stay" local when it comes to events, programs, etc.
5. Advocate for youth issues by forging partnerships with common organizations.
6. Working with different organizations to promote youth engagement.
7. Recognize and support diversity in Southgate.
8. Working on community betterment projects.
9. Participate in International Youth Day.
10. Give Youth a voice in their community.
11. Provide Youth with more opportunities to be active and learn in the community.
12. Help Youth be safe, valued and equipped with life skills.

Meeting Expectation

1. Be open to other people's opinions.
2. No interrupting.
3. Be respectful of other people's ideas.
4. Help create a team.
5. Do not be shy or offended too easily
6. Be open-minded.
7. Let someone know if you cannot attend the meeting.
8. Participate!
9. Be Positive

Staff Liaisons

Staff Liaisons will be provided by the Recreation Department and Library Board of the Township of Southgate. Their primary roles are to assist the Members with procedural matters such as preparing meeting agendas, minutes, and scheduling meetings with Town Council and

Community Groups. The Staff Liaisons' will connect the Southgate YAC with resources and make connections to the community.

Library Board Liaison - Crystal Dumas

Recreation Liaison – Ethan Henry

Executive Roles and Responsibilities

Chair/Vice Chair:

- Establish the agenda based on input from committee members
- Confirm meeting date, time, location
- May call special meetings as required
- Facilitate meeting
- Disseminate meeting notes and other correspondence

Signing officer

- Liaise with Southgate staff and Council rep
- Ensure tasks are assigned and deadlines are met
- Mentor Youth to help facilitate meeting

Treasurer:

- Oversee receipt of funds
- Act as one of two signing officers
- Provide financial report at meetings
- Liaise with Township Treasurer who is holding funds in trust for YAC

Secretary:

- Take minutes of all meetings
- Distribute minutes to Chair/Vice Chair for distribution to members, Southgate staff, Council and adult allies
- Register all members

Media/ Press Reporter:

- Develop announcements, advertisements, flyers and posters to inform the public about committee events and initiatives. With input and assistance from other members.

Social Media Administrator:

- Oversees the YAC Facebook or other social media accounts
- Maintain a photographic record of member initiatives and events
- Update media accounts with meeting and event dates, time, location, etc.

Voting Members:

- Member shall notify the Chair or Vice Chair if they are unable to attend a meeting or event.
- Act as community representatives
- Participate and contribute actively in projects and special events

Community Partners:

- The Youth Action Committee welcomes input from organizations and community partners that are dedicated to Youth issues and engagement.

Southgate Staff and Adult Allies:

- The Youth Action Committee welcomes the support of Southgate staff and adult allies. Their primary roles are to assist the Members by providing support and assistance with projects and events

Adult Allies: Barbara Dobreen, Jess Cook, Brianne McDowell

Budget

The Township of Southgate commits to providing YAC with \$500 annual budget, managed through The Recreation Department. Recreation and Library will also provide assistance for grant opportunities.

Appointment to the Southgate Youth Action Committee

In order to become a member of the Committee, a youth between the ages of 12 and 24 who resides within the Township of Southgate must complete a YAC application and submit to a Staff Liaison. The youth must show an effort to attend the vast majority of the scheduled meetings.

Attendance and regrets

Regrets should be sent to a Staff Liaison 48 hours before a meeting or scheduled event.

Responsibilities of All Committee Members

1. To attend all meetings.
2. To play an integral role in the community by actively participating and contributing to projects and/or events coordinated by the Committee.

3. Members must notify Staff Liaison 48 hours before scheduled meeting if they are unable to attend.
4. To create annual Action Plans consisting of projects, programs, and event designed to assist in fulfillment of the purpose of the Southgate Youth Action Committee and to present the annual plan to Council
5. To advocate on behalf of youth in Southgate.

Procedures and protocol

A. Decision Making

The Township of Southgate Youth Action Committee propose recommendation(s) it wishes to advise to Council through the Recreation Department.

A resolution of the Council will be adopted on a motion, carried by a simple majority vote. A quorum will be required. A quorum consists of minimum 50% + 1 of the voting members of the Committee.

Minutes will be sent to Council for information only.

B. Meetings

Meetings of the Committee will normally be held on the second Friday of each month from 6:00 p.m. with adjournment at 7:30 p.m. during the year. The meetings are subject to change during the summer months (June-August). Meetings will generally be held at the Ruth Hardgrave Memorial Library. Meetings will generally be open to all youth between the ages of 12 – 24 that reside within Southgate. Subcommittees will be created from time to time that will meet as needed.

Spending decisions will be made by a majority vote of the executive being required to spend money from the Youth Action/Advisory Committee budget.

Committee members are expected to meet and/or discuss issues with their circle of friends and contacts, to promote YAC activities, events, gain feedback and receive new ideas on the committee issues for the next meeting.

C. Council Updates

The Southgate Youth Action Committee will provide an annual update to Council each year regarding their activities. The update will be in form of a Delegation.

Committee projects & special events

Based on the mandate and purpose, the Council will establish its priorities at the beginning of each school year and develop a work program with which to focus its attention. Additionally, the Committee may address items referred to it by others. The Committee may consider matters that members deem to be of importance and within the Committee's responsibilities. The Committee will also consider matters referred to it by Town Council or other Committees of Council. Additionally, the Council may also consider matters identified by other youth in the community and bring concerns or suggestions to the table. Such matters should be identified and explained in writing, addressed to the Staff Liaison to report at a meeting. The Committee will consult with the Staff Liaison(s) regarding all matters and the corresponding work plan.

Amendment of terms of reference

The Terms of Reference of the Southgate YAC should be reviewed on an annual basis at the end of each operational (September) year at the time of preparing the Action Plan. The Southgate YAC may recommend revisions to the Terms of Reference to Town Council for consideration.