

Manawatu District Council

Role Descriptions

Manawatu Youth Council

Adopted: 3 September 2020

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1 Members

Youth Council members are expected to:

- Be prepared for meetings, turn up before the start of each meeting and consider issues with an open mind;
- Actively participate in Youth Council meetings and contribute to the actions agreed to;
- Provide apologies in advance when attendance at a meeting is not possible;
- Pass minutes at meetings;
- establish, maintain and make the most of existing relationships with other groups around the District;
- actively promote the work of the Manawatū District Youth Council and relevant information to their networks;
- bring youth issues and opportunities to the Youth Council and assist the Manawatū District Council to canvass youth views;
- not take individual issues to Youth Council that can be dealt with via general enquiries to the Manawatū District Council Customer Service Centre;
- comply with the Code of Conduct.

2 Youth Council Chair and Deputy Chair

Members of the Youth Council will elect a Chair and Deputy Chair. The Chair is expected to:

- encourage open communication where all members can effectively contribute;
- work with Youth Council members and the Elected Members in Charge to compile meeting agendas;
- manage Youth Council meetings to enable considered yet efficient decision making;
- Sign off minutes;
- work with Youth Council members and Elected Members in Charge to develop, complete and implement the group's annual work plan;
- be the spokesperson and contact point with Manawatū District Council for Youth Council and represent the views and recommendations of the group;
- work with the Elected Members in Charge to review the contribution of Youth Council members at the yearly review and raise any concerns.

The Deputy Chair is expected to:

- support the Chair in their role and functions;
- act in place of the Chair if the Chair is unavailable or has a conflict of interest.
- take minutes for both the formal and informal meetings held.
- prepare agenda for upcoming meetings.

3 Alumni

Alumni are former members of the Youth Council that can remain connected and involved in the work of Manawatū Youth Council. An Alumni is not a member. An Alumni's role is to:

- Establish, maintain and make the most of existing relationships with groups around the district;

- Actively promote the work of the Youth Council & Manawatū District Council to their networks;
- Use their experience and skills to support the projects and actions of the Youth Council;
- Comply with the Code of Conduct.

4 Elected members in charge

Elected members in charge are not a member of the Youth Council. They are expected to:

- provide administration, support and promotion of the group. This will include the induction of new members and following up on action points to report back to the Youth Council;
- work with the Chair/Deputy Chair to set the meeting agenda;
- work with the Chair/Deputy Chair to track attendance and review the contribution of Youth Council members at the yearly review;
- work with the Chair/Deputy Chair to manage risks, conflicts and ceasing membership;
- work across Council business activities and committees to help them effectively engage the Youth Council in the development and implementation of policy, strategy, planning and service delivery in the district;
- liaise with Council staff around presentations and the development of projects, plans, etc.
- liaise with families for minors and ensuring the safety of minors in relation to Youth Council business.
- listen and consider the opinions and recommendations of the Youth Council.