

Terms of Reference



Jr. Youth Action Council

Profile Jr. Youth Action Council

Wilmot's Jr. Youth Action Council is a group of local youth volunteers (ages 12 through 14) who have come together to provide an opportunity to become involved in the community and create a voice for the youth. Jr. Youth Action Council is a branch off of Wilmot's Youth Action Council, as was designed specifically for grade 7 and 8 students whom are looking to development their leadership skills, as well creating change in their community.

Profile Youth Action Council

Wilmot's Youth Action Council (Y.A.C.) is a group of local youth volunteers (ages 14 through 19) who have come together to provide an opportunity to become involved in the community and create a voice for the youth. Through the involvement with the Youth Action Council, youth will learn and develop leadership, communication and organizational skills as well as provide relative input into the programs and opportunities available to youth. The Youth Action Council also aims at creating partnerships and working relationships with members of our community create and strengthen community capacity.

Description

Y.A.C. members generally meet every-other Monday evening from 6:00pm-7:00pm at the Wilmot Recreation Complex in the Program Room. The meetings begin in September and operate until the end of June. The groups does not meet on holidays, or if the Wilmot Recreation Complex is closed. Depending on the project workload, additional meetings may be scheduled throughout the year, at the request of the members and/or the facilitators. The Y.A.C. works under the direction of the Recreation Programmer in order to fulfill their mandate, values, and goals.

Mandate

Wilmot's Youth Action Council will be responsive to all youth within the community, and will be committed to identifying their needs and interests. Through the actions of this group, Y.A.C. will empower the youth population within the Wilmot limits by providing youth with the opportunity to be involved in activities and events specifically for them in a variety of roles including facilitating, planning, and participating.

Values

- We believe that Youth are a crucial part of Wilmot, and have inherent rights and responsibilities.
- We believe that Youth are able to make positive and impactful contributions to the community.



- We believe that youth bring forward an important and unique perspective.
- We believe that youth are socially minded leaders, whom given the chance to improve their community, they will.
- We believe that youth have a very impactful voice, and that it should be heard.
- We believe in creating a strong community, and strengthen the bon between youth and the community.
- We believe that it is important for youth to have a safe place to speak their concerns and opinions about *their* Wilmot.
- We believe that Active Youth lead to Active Adults.

Ultimate Goal

To create a self-sustaining Youth Action Council, where all youth ages 14 through 19 have a safe space to become involved members of the Community, and better themselves in the process.

Objectives

- To build the strength of youth within the Township limits, and create a sense of pride and ownership within the community
- To provide the youth in Wilmot Township with the opportunity to become involved in their community
- To assist in creating a Voice for youth in the Township
- To allow for leadership skills to be developed and practiced
- Allow for input on current programming opportunities at the Wilmot Recreation Complex
- Provide access to a job board for youth to gain valuable work and volunteer experience within Wilmot Township

Composition of Wilmot's Jr. Youth Action Council

- Membership is limited to youth between the ages of 12 -14, and in Grade 7 or 8.
- Membership is limited to youth reside within Wilmot Township OR attending Waterloo Oxford District Secondary School in the future.
- All members are required to agree to the terms and conditions outlined in the contract, as well as having a parent or guardian's signature to ensure there is an amount of support for our youth

Youth Council Facilitator

The Youth Council Facilitator is an Employee with the Township of Wilmot, and will work to achieve the Facilities and Recreation Services Department goals, as well as assist Wilmot's Youth Action Council in meeting their outlined mandate, vision and goals. The Facilitator will attend *all* meetings, and be the direct line between the Youth Action Council and the Township of Wilmot's Staff, including Facilities and Recreation Department Staff, Council Members and the Mayor.



Meetings

- Meetings are held every-other Monday evening from 6:00pm-7:00pm at the Wilmot Recreation Complex in the Program. Meetings are conducted from the beginning of October until the end of May. Depending on the project workload, additional meetings may be scheduled throughout the year, at the request of the members and/or the facilitators. The Y.A.C. works under the direction of the Recreation Programmer in order to fulfill their mandate, values, and goals.
- Members are expected to be present unless otherwise discussed with the Recreation Programmer at all meetings, events and activities. A failure to attend these meetings, events and activities on more than five occasion's total, may result in the removal of the individual from the council.

General Members

All members of the Jr. Youth Action Council are considered *General Members*. Then General Membership is an essential part of the Jr. Youth Action Council and requires commitment, dedication, enthusiasm and organization.

The General Membership is responsible for:

- Voting on every decision that affects Wilmot's Youth Action Council
- Bringing new and innovative ideas to the group
- Assisting with the planning, organizing, set-up and delivery for programs and activities
- Attending all activities, events, programs, function, presentations and meetings of the Jr. Youth Action Council
- Act as a role model for other youth within the community
- Actively recruits new members for Jr. Y.A.C.

Note – Any individual seeking to join Wilmot's Jr. Youth Action Council as a General Member is free to do so at any time. Recruitment for new members is always open. To apply, individuals can complete the [General Member Application](#).

Removal of Members

If any member of Y.A.C. is noticed to not be actively contributing by the Facilitator, or another member has a concern and it is brought to the attention of the Youth Action Council Facilitator; a meeting will be arranged with the individual to discuss the issue and establish steps to resolve the issue. These steps could involve the individual resigning from the position or creating a plan of action to correct the issue.

All members are expected to be at all meetings, events, activities and functions. If a member misses **three meetings**, events or functions in a row (without providing notice directly to the Recreation Programmer *in advance*) during the active term, they will automatically be removed from the council. Notice of removal will occur through both a verbal and written form of communication.



Voting

Wilmot's Youth Action Council will utilize a 'voting' system in order to arrive at group decisions. Prior to new activities and events, the item must be brought forward to the group (at weekly meetings) where it will be subjected to vote. Once the discussion has occurred, and all questions answered, the chair will then ask the general members to vote on whether or not Y.A.C should adopt the proposed idea. To be accepted, the idea must receive a majority (greater than 50%) of the votes (Note- only the individuals present at the meeting have a countable vote). Though the use of the voting system, it ensures that *all* members of the group have a say in the decision making.

Grievances

If a member of Y.A.C. has a problem with any aspect of the group (ideas, members, team cooperation, peer conflict, ect.) they are encouraged to approach the Recreation Programmer with their concern(s). From here, the Recreation Programmer will record the complaint and determine what further actions need to be taken in order to resolve the problem. The identification of any individual filing a complaint with the Recreation Programmer will always be kept strictly confidential.

Collaboration Limitations

As the Wilmot's Youth Action Council actively seeks to build new relationships and partnerships within the community, the following statement will be used to guide all Y.A.C. collaborations.

The Wilmot Youth Action Council will not consider or enter into any partnership, sponsorship, or strategic alliance that:

- *Requires 'endorsement' of a specific product or brand.*
- *Is based entirely on 'contingent' success.*
- *Requires the Wilmot Youth Action Council members or partners to purchase products in order to participate.*
- *The partner's main business focus or activity appear (or could appear) in contradiction or conflict with the goals, mandates, or values of the Wilmot Youth Action Council.*

Position Descriptions

Project/ Event Leaders

These project and event leaders are general members whom are spearheading a specific event and are fully responsible for the coordination of the specific event. This position will work directly with the director of Volunteers, the Director of Public Relations and Communications and the Director of Expenses.

Specific Roles of the Project/Event Leaders

- Oversees the event planning from start to finish
- Coordinates with other Directors in regards to the promotion, budget and volunteers
- Delegates tasks to general members of the Youth Action Council