

Terms of Reference



Profile

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 Monday evening from 7:00pm-9:00pm at the Wilmot Recreation Complex in the Optimist Youth Centre. The meetings begin in mid-September and operate until the end of May. 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 an 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 Youth Action Council

- Membership is limited to youth between the ages of 14 -19
- Membership is limited to youth reside within Wilmot Township OR attending Waterloo Oxford District Secondary School.
- 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 Monday evening from 7:00pm-9:00pm at the Wilmot Recreation Complex in the Optimist Youth Centre. Meetings are conducted from the beginning of September until the end of June. 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 Youth Action Council are considered *General Members*, unless they have applied and been accepted onto an executive committee. Then General Membership is an essential part of the 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 Youth Action Council
- Volunteer with at least two outside organizations during the council term
- Act as a role model for other youth within the community
- Actively recruits new members for Y.A.C.

Note– Any individual seeking to join Wilmot's 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.

Executive Committee

The Executive Committee is responsible for modeling leadership and direction for the members of the Youth Action Council. The executive Committee members assume all of the duties of the General Membership, while also assuming additional leadership responsibilities. The Executive Committee works very closely with the Recreation Programmer.

Executive Members should be responsible, organized and enthusiastic. Due to the nature of the Executive positions, all individuals interested in becoming an Executive Member must be prepared to invest a lot of time and effort into the committee, as it is additional meeting times. These Executive Members need to be acting role models for general members, including regular attendance, active involvement in events/activities and creating a safe environment for everyone at all times. Executive Members are upheld to the same standards as General Members, and under the same means for the removal of members.

The Committee consists of the following members/positions:

- Vice-Chairs (2 Positions)
- Director of Public Relations and Communications
- Director of Social Engagement
- Director of Dynamics & Mentorship Program
- Director of Volunteers
- Director of Expenses



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

Vice-Chairs (2 Positions)

The Vice-Chairs work together to ensure that all Youth Action Council members are upholding the mandates, values, the ultimate goal and objectives in all aspects. The Vice-Chairs are the figure heads for the Youth Action Council and are responsible for the facilitation of the weekly meetings, as planned by the Facilitator(s). Vice-Chairs are expected to be responsible role models for general members, and accept their role with enthusiasm and commitment in mind.

Specific Roles of the Vice-Chairs;

- ✓ Facilitate weekly Y.A.C. Meetings and aid in the meeting agendas (with the Facilitator)
- ✓ Set the 'tone' of the meetings; lead by example and encourage member activity and input
- ✓ Ensure that all members have their chance to be heard
- ✓ Guarantee that a democratic process is being upheld on issues (all decisions will be brought to a vote by the general members)
- ✓ Create an open and safe environment for youth to feel safe to speak openly
- ✓ Monitor the group on an on-going basis for cooperation and cohesiveness
- ✓ Function as a catalyst for change in discussions, planning and implementing ideas
- ✓ Organize, develop and participate in all Y.A.C. community presentations, events and activities
- ✓ Represent Y.A.C. at any social function, meeting or event that is deemed relevant to the group
- ✓ Assist members of the Executive Committee and Project Leaders with their assigned tasks and responsibilities

Director of Public Relations and Communications

The Director of Public Relations and Communications is responsible for all internal and external communications that concern the Youth Action Council. They are responsible for public advertisement in the local media, including but limited to the Semi-annual Recreation Guide, The Baden Outlook and the New Hamburg Independent.

Specific Roles of Director of Public Relations and Communications

- ✓ The direct communication candidate between the media outlets and the Youth Action Council
- ✓ Taking minutes at the weekly meetings, and sending them to the rest of the group
- ✓ Overseeing all media related to the Youth Action Council including all advertisements and posters
- ✓ Assisting the Youth Council Facilitators on the Y.A.C. Facebook Page and the Youth Action Council Email
- ✓ Establishing and maintaining contact with Waterloo Oxford's Student Activities Council, and their Teaching Representative



Director of Social Engagement

The Director of Social Engagement is responsible for exploring and coordinating social advocacy and bringing forth opportunities for the Youth Action Council to get their name out into the community. They are responsible for working directly with the Director of Volunteers for any volunteering opportunities that they may come across.

Specific Roles of Director of Social Engagement;

- ✓ Actively contribute to the positive public image of Y.A.C.
- ✓ Represent Y.A.C. at any social function, meeting or event that is deemed relevant to the group
- ✓ Responsible for building up Wilmot's Youth Action Council Facebook Page, and reporting any inappropriate activity they see online
- ✓ Explore options for Y.A.C. to be supportive of other organizations or events within Wilmot Township

Director of Dynamics & Mentorship Program

The Director of Dynamics & Mentorship Program is responsible for the monitoring and enhancing the council group dynamic and aim at creating a fun and safe place for all members. They are responsible for finding and creating fun activities to enhance team building and cohesion.

Specific Roles of Director of Dynamics & Mentorship Program

- ✓ Responsible for leading Ice Breakers and activities at the Beginning of each meeting
- ✓ Finding and creating 'team-bonding' activities that aim at strengthening the overall group
- ✓ Assisting the Youth Council Facilitator in the event and program planning for the Mentorship Program
- ✓ Establishing the program plan for the Mentorship Program
- ✓ Implementing and leading the Mentorship Program Activities and Events with the Youth Council Facilitator

Director of Volunteers

The Director of Volunteers is responsible for the organization of volunteer opportunities and the volunteers themselves. They are responsible for being the main contact in regards to volunteering opportunities for the Youth in Wilmot and will seek out these opportunities within the community.

Specific Roles of Director of Volunteers

- ✓ Connecting with the community (local businesses and organizations) for potential programs or events in which volunteers are needed
- ✓ Explore options for Y.A.C. to be supportive of other organizations or events within Wilmot Township
- ✓ Be the main contact for both those seeking volunteering opportunities and those seeking volunteers



Director of Expenses

The Director of Expenses is responsible for all items pertaining to the Youth Action Council Budget. They will work with all other directors in regards to the budget for events, and be responsible for reporting back to the Youth Council Facilitators on a monthly basis.

Specific Roles of Director of Expenses

- ✓ Control funds coming in and leaving the Youth Action Council
- ✓ Work cooperatively with other Executive Council Members
- ✓ Create suggestions as to what funds should be allocated where
- ✓ In control of all receipts pertaining to the Youth Action Council

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