

## **MAYOR'S YOUTH ADVISORY COUNCIL (MYAC)**

# **TERMS OF REFERENCE**

### **MANDATE**

The City of Welland Mayor's Youth Advisory Council will provide a voice for the youth of Welland, while advising Council of important recreational and social issues concerning the City's younger population. The MYAC will also coordinate events for the youth of Welland throughout the school year as well as volunteering in the community and encouraging other youth to do the same.

### **PURPOSE**

1. To keep Council informed of important matters affecting youth.
2. To act as a positive advocate for youth.
3. To seek input from youth on important matters affecting youth via surveys, forums and workshops and to address these issues through presentations to city council, events or initiatives.
4. To support events created by the Council that relate to the mandate.
5. To provide leadership experience for youth.
6. To help enhance the image of youth in the City of Welland.

### **VISION**

It is the vision of the Council to provide a communication link between the youth of Welland and the City Council and to encourage facilities and programs that will enhance the quality of life, health and well-being for youth in our community.

### **GENERAL MEMBERSHIP**

For the term, the Council shall be made up of a maximum of seventeen (17) voting members:

- Preference to (1) representative from each of the five (5) high schools (when applicable)
- A maximum of one (1) representative from grade 7&8 shall be included in the membership
- A maximum of two (2) representatives entering first-year studies at Brock University/ Niagara College, if applicable, shall be included in the membership.

No member of the Council shall be younger than twelve (12) years old or older than twenty (20) years old at the beginning of the school year. The members will be selected by the Mayor (when applicable), Integrated Services Staff Liaison and MYAC Executive with equal school representation, based on the applications received and reliant on the potential member's interview and application performance.

## **APPOINTMENT TO THE MAYOR'S YOUTH ADVISORY COUNCIL**

Members will be chosen on a yearly basis. A member's acceptance is based upon their formal application, creative response, interview and performance last year, if applicable, all at discretion of the MYAC executive, Staff Liaison, and current Mayor of Welland. The Council can request new members be appointed at any time to replace those who resign or whose membership has been terminated.

Executive members are voted into power and are not required to fill out a formal application form. The outgoing Council will vote in the next year's executive membership at the last regular meeting of the year. Any member of the present Council may run for executive membership for the following year. A brief verbal presentation must be given by any nominated individuals. Majority will decide who is voted in. If a vacancy exists after the elections are held, another nomination period will be held at the September meeting and a subsequent election will be held in October.

## **EXECUTIVE MEMBERSHIP**

The executive membership will include four (4) positions: Chair, Vice-Chair, Secretary and Promotions/Publicity Coordinator.

### **Responsibility of All Executive Members:**

1. To create and plan presentations to City Council with the assistance of the Staff Liaison.
2. To represent the Welland MYAC at the Niagara Youth Advisory Council meetings as they occur, or at any public venue.
3. To keep all executive members well informed; mainly yet not exclusively through the CC'ing of any email that may pertain to them or would be helpful to be informed about.

## **RESPONSIBILITY AND AUTHORITY OF THE COUNCIL CHAIR**

1. To Chair all meetings of the Mayor's Youth Advisory Council.
2. To prepare all agendas for the Council meetings with the assistance of the Staff Liaison.
3. To oversee the overall success of the council by motivating members to complete tasks they are capable of completing, and to track individual member's contributions; including tracking attendance and strikes.
4. To network and play an active role in committees, councils and initiatives within the City of Welland, especially if they pertain to youth.
5. To represent the Mayor's Youth Advisory Council at any social function or other meeting where the Mayor's Youth Advisory Council's attendance is required.
6. To call additional meetings in consultation with the Staff Liaison when deemed necessary.
7. To gain an accurate knowledge of the City of Welland and the Mayor's Youth Advisory Council, the Chair is required to review the previous year's chairs report.

## **RESPONSIBILITY OF THE COUNCIL VICE-CHAIR**

1. Assume all responsibilities for the Council Chair in his/her absence.
2. Oversee all work of the Council and foster a positive line of communication with Council members.
3. Supervise attendance of Council members at their respective meetings in consultation with the Council Chair and the Staff Liaison.

## **RESPONSIBILITY OF THE COUNCIL SECRETARY**

1. Take minutes for all council meetings and email to Staff Liaison within seven (7) days of the initial meeting.
2. To ensure that Council meeting summaries are clear and concise. All motions must be recorded.
3. Responsible for the official correspondence of the Council under the supervision and direction of the Staff Liaison.

## **RESPONSIBILITY OF THE COUNCIL PROMOTIONS AND PUBLICITY COORDINATOR**

1. Keeping the council's social media page updated.
2. The creation of events on social media sites for all public events run by or created by the MYAC.
3. The creation of or supervised creation of all MYAC promotional material.
4. To take pictures and videos of the council at all of its events, or to delegate this task among other members if not available.
5. To take the lead role on all MYAC videos and/or slideshows created for the MYAC.
6. Arranging all interviews with media outlets, or to delegate this task among other members if not available.

## **RESPONSIBILITIES OF ALL COUNCIL MEMBERS**

1. To attend regularly scheduled meetings and special meetings as assigned.
2. To assist at all special events the Council participates in during the course of the school year.
3. Members must wear designated MYAC clothing to all events held in front of the public and act appropriately while doing so.
4. To play an integral role on the Council by contributing to projects/special events
5. Each Council member must actively participate at meetings.
6. Members must notify the Chair of the Council to inform them if they are unable to attend a meeting or other commitment.
7. To move forward the projects and plans of the MYAC that are designed to assist in the fulfillment and enjoyment of youth in Welland.
8. To attend a minimum of two (2) non-mandatory events.

## **ADVISORY**

Youth advocacy groups in the City of Welland are permitted to appoint somebody to act as representation of their group at our meetings as a non-voting member. In addition a staff member from the Integrated Services department will liaise with the council, also as a non-voting member. The Mayor will be an ex-officio member of the Council. Other interested members of the community may also be invited to participate as non-voting members.

## **APPOINTMENT OF SUB-COMMITTEES**

Sub-committees for special events/projects may be created when necessary and Chairs of these committees will be appointed.

## **PROCEDURES AND PROTOCOL**

### **Decision Making**

The Council will approve by motion those matters it wishes to advise City Council of. 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 a minimum 50% + 1 of the voting members of the Council.

### **ATTENDANCE**

Should any of the following occur you will have a meeting with the executive to discuss your attendance:

1. Missing part or all of two (2) meetings.
2. Missing one (1) mandatory event.
3. Missing two (2) non-mandatory events that you signed up for, unless you find a replacement.
4. Missing a combination of any three (3) commitments.

### **General Striking Procedure**

1. If you acquire another strike after your meeting with the executive your membership will be terminated.
2. If you cannot make it to any MYAC commitment you are required to inform the Chair (email preferred) 48 hours before the event or meeting. This could prevent you from receiving strikes if the reasoning is understandable (For example; family emergency, sickness, etc.)
3. If you do miss an event and did not give the 48 hours notice, you will be given an additional 48 hours to inform the Chair (email preferred) why you were not at the event or meeting, once again if your reasoning is understandable, you will not receive a strike.
4. If you do receive a strike for an event or meeting you will be notified in writing.

**AMENDMENT OF TERMS OF REFERENCE**

The Terms of Reference of the Mayor’s Youth Advisory Council should be reviewed on an annual basis. The Council may recommend revisions to the Terms of Reference which will require majority approval for amendment.

*I have read, reviewed and accepted and approved the following.*

Signature:

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Date:

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