

Manawatu District Council

Role Descriptions

Manawatu Youth Council

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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 Roles

Members of the Youth Council will elect a Chairperson and Deputy Chairperson, and nominate a Finance Officer, Marketing/Social Media Representatives (2), Health & Safety Officer and Alumni Liaison Officer.

2.1 The Chairperson:

The Chairperson is expected to:

- encourage open communication where all members can effectively contribute;
- work with Youth Council Deputy Chairperson, Youth Engagement Co-ordinator and Governance Support to compile meeting agendas;
- manage Youth Council meetings to enable considered yet efficient decision making;
- work with Youth Council members, Youth Engagement Co-ordinator and Youth Council Liaison Officer 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 Youth Council Liaison Councillor and Youth Engagement Co-ordinator to review the contribution of Youth Council members at the yearly review and raise any concerns.

2.2 The Deputy Chairperson:

The Deputy Chairperson is expected to:

- support the Chairperson in their role and functions;
- act in place of the Chairperson if the Chairperson is unavailable or has a conflict of interest.
- Assist the Chairperson in preparation of agendas for upcoming meetings.

2.3 Finance Officer:

The Finance Officer is expected to:

- work with the Youth Engagement Co-ordinator to regularly report to Youth Council members on expenditure and revenue for the Youth Council to ensure that this funding stays within budget particularly for events;
- research the various funding options available to the Youth Council to cover additional events or expenses including Youth Council members attendance at Festival for the Future and report these options to the Youth Council for discussion;

2.4 The Marketing/Social Media Representatives:

- manage the Youth Council social media accounts (posts, responding to messages, etc) on behalf of the Youth Council, with support from Council staff
- report to the Youth Council on any matters relating to the Youth council social media accounts, including but not limited to Facebook, Instagram, etc;
- work alongside Manawatu District Council staff to develop posters, PowerPoints and advertisements for the Youth Council.

2.5 The Health & Safety Officer:

- work alongside Youth Council members and Manawatū District Council staff, to assess all Health & Safety risks at Youth Council events;
- complete all relevant paperwork relating to Health & Safety and Risk management for events held under the Youth Council name.

2.6 Alumni Liaison Officer

- Regularly communicates with the Alumni members and liaisons when the Youth Council is requiring their support with various tasks or activities.

3 Youth Council Support Team:

The following roles are in place to support the Youth Council and its members. All support team are not members of the Youth Council and cannot vote in the Youth Council.

3.1 Alumni Members:

Alumni Members are former members of the Youth Council that can remain connected and involved in the work of the youth Council. Alumni Members cannot vote or set agenda items or tasks for the Youth Council. An alumni Member'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 and 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.

3.2 Alumni Liaison

Alumni liaisons are former Alumni members of the Youth Council that can remain connected to the Youth Council. An Alumni Liaison cannot vote or set agenda items or tasks for the Youth Council. An Alumni Liaison's role is to:

- Keep in contact with the Youth Council through the Alumni Liaison Officer.
- Share their experience and skills with the Alumni Liaison Officer who may then ask the Alumni Liaison to come and share these with the Youth Council as a guest speaker.
- Comply with the code of conduct

3.3 Community Support Liaison

Community Support Liaisons are proactive members of the Manawatū community that has worked in a youth sector or environment that displays a strong advocacy for Youth or has a skillset required to support the Youth Council to achieve the work plan. Community Support Liaisons cannot vote or set agenda items or tasks for the Youth Council.

3.4 Youth Engagement Co-ordinator

- Overall responsibility for the Youth Council – all actions, reports, goings on, etc come through Youth Engagement Co-ordinator for final check before being implemented.
- Lead the support of the Youth Councillors to achieve the key tasks set out in the terms of reference for Youth Council in collaboration with the Liaison Councillor/s
- Support the Youth Council to develop the work plan to achieve the key tasks.
- Support the Youth Councillors to bring the community's collective youth voice and ideas to MDC Council (presenting in Council meetings or workshops that which the Youth Council want passed on), strengthening youth advocacy, entrepreneurship and the future for the youth
- With the support from the Community Wellbeing Manager, manage the finances for all Youth Council incomings and expenditure to stay within allocated budget each financial year (keeping the Youth Council Finance Officer regularly appraised of the financial situation).
- One meeting per month to present report on Youth Council goings on – including financial situation (co-presented with the Youth Council Finance Officer), progress on work plan, etc
- One presentation every 3 months to the Youth Council on what's happening in the community in regard to youth ie partnerships or collaborations we are engaged in, any notable data relating to youth, etc.
- Responsible for confirming agenda items with the Liaison Councillor and submitting these to Governance by the Tuesday of the week prior to the Monday meeting for distribution to the Chair and then Youth Council (by governance)
- From each meeting (supported by the minutes) prepare an action list for Youth Councillors and distribute electronically (via Teams).

- Support the Youth Councillors in key roles to ensure key tasks/actions/events are achieved on time (eg Chair, events lead, finance, social media, etc)
- Support the Youth Councillors to participate in the Young Achievers Awards and liaise with the Governance Support team who provide administration support for this event
- Be available to all Youth Council members for a wellbeing and progression check in as required
- Support the Youth Council to understand conflict of interest and step in to resolve any conflicts should they arise
- Keeps a confidential database with youth members ages (to action any age outs) and to keep track of police check results
- On recruitment panel for new/replacement members

3.5 Youth Council Liaison Councillors

- Provide strategic direction and support to the Youth Councillors to achieve the key tasks set out in the terms of reference for Youth Council in collaboration with the Youth Engagement Co-ordinator.
- Provide support for the Youth Council to achieve the work plan each year with the Youth Councillors
- Work with the Youth Engagement Co-ordinator to mentor the Youth Councillors in Self-awareness, Leadership, Team Building, Networking
- Support the Youth Councillors with making submissions on Council's strategic documents and to central government and external bodies on plans or initiatives
- Support the Youth Council to understand conflict of interest and step in to resolve any conflicts should they arise
- Be available to all Youth Council members for a wellbeing and progression check in as required
- On recruitment panel for new/replacement members.

3.6 Community Wellbeing Manager

- Support the Youth Engagement Co-ordinator with financial delegation to approve purchases associated to the Youth Council within budget
- Support the Youth Engagement Co-ordinator to ensure a successful Youth Council operation
- Act as the Youth Engagement Co-ordinator in their absence
- On recruitment panel for new/replacement members.

3.7 Community Services Manager

- Accountable for the performance of the Youth Council
- Support the Youth Engagement Co-ordinator and Community Wellbeing Manager as required to ensure a successful Youth Council operation
- Act as the Community Wellbeing Manager in their absence
- On recruitment panel for new/replacement members.

3.8 Governance Support

- Administration for Youth Council meetings (door control, catering, room bookings, etc)
- Youth Council Chair to receive the meeting agenda on the Wednesday before the Monday meeting
- Youth Council Members to receive meeting agenda on the Friday prior to the meeting
- Meeting minutes to be taken on the night and to be distributed electronically (via Teams) to all members within one week of the meeting
- Undertake the election process for the formal roles of the Youth council (ballot voting). Need a step in the process where nominators (at least for Chair and Deputy) present to YC about why they will bring. Based on this then members vote and joey/lara do a balance check of some type?
- Induction training for the Youth Council members on local government (inc. 4 wellbeings), conflict of interest (like a baby councillor induction)
- Administration associated to member vacancies (recruitment, setting up interviews, confirming positions, induction, etc)
- Young Achievers Awards administration that will include: nominations, coordination of venue booking, venue set up, venue pack down, booklets, sponsors, flyers, certificates, than yous to sponsors, etc supported by Youth Engagement Co-ordinator for financial and Youth Councillor involvement (winners panel, category announcements on the night, set up and pack up support, etc)
- Administration associated to venue bookings for Youth Council events (eg Youth Markets)