

**Mission:**

**Serve as a conduit between city government and younger constituents.** The Youth Advisory Council's core focus is youth civic engagement by way of **community programming, youth-oriented activities**, contribution of at least **40 volunteer hours** per school year to government-related initiatives, projects, and programs, dissemination of information to the community regarding topics that are important and relevant to the youth in our community, and to advise the City Council and the Human Relations Department on matters that relate to the community's youth population.

**Duties:**

- (1) Actively promoting the participation of the youth in city government programs and activities;
- (2) Promoting positive human relations among all youth;
- (3) Providing channels of communication among all populations;
- (4) Encouraging youth to become better trained and qualified for employment opportunities;
- (5) Performing duties consistent with general law as may be assigned it from time to time by the City Council; and
- (6) Performing such other duties as necessary to enforce the powers assigned to it.

**Membership:**

Consists of two students selected from each high school and who reside in Winston-Salem and/or Forsyth County. Members shall be selected by the respective schools. Members shall be diverse in terms of race, gender, grade level, interests, academics, and socio-economic status. **Preference will be given to underclassmen, so that students have the option to gain greater experience through possible consecutive years of service.**

A member's term on the Youth Advisory Council is equal to one (1) academic calendar year. Members of the Youth Advisory Council shall serve for a one-year term or until new members are appointed and qualified. However, members may serve for more than one (1) term with a maximum of two terms.

**Officers:**

The Youth Advisory Council shall elect a chairperson, vice-chairperson, secretary, and historian of the Youth Advisory Council who shall each serve for one year. Should the chairperson be absent at any meeting, the vice-chairperson shall preside over the meeting. Should the chairperson and vice-chairperson be absent at any meeting, the council shall elect a temporary chairperson from among the secretary or historian to preside over the meeting.

Descriptions of the officer positions are below:

#### Chair

1. Spokesperson for Youth Advisory Council to the media and other entities
2. Calls meetings to order and presides over agenda
3. Works with the Human Relations Department to set meeting and program agendas

#### Vice Chair

1. Fill in as the spokesperson for Youth Advisory Council to the media and other entities in the absence of the Chair
2. Calls meetings to order and presides over agenda in the absence of the Chair
3. In the absence of the Chair, works with the Human Relations Department to set meeting and program agendas

#### Secretary

1. Archival of official documents related to Youth Advisory Council
2. Takes minutes of scheduled Youth Advisory Council business meetings
3. Maintains log of activities other than scheduled business meetings
4. Cooperates with other members to produce business meeting agenda
5. Documents attendance

#### Historian

1. Takes photographs, as appropriate, at Youth Advisory Council events and programs
2. Creates and maintains all visual archives, including a scrapbook, DVD, and photo album of Youth Advisory Council events and programs

#### **Committees:**

The Youth Advisory Council shall have committee chairpersons who shall be responsible for three key areas of the Youth Advisory Council:

#### Youth Advisory Council Community Projects

1. Plans community and fundraising events in cooperation with other members
2. Corresponds with appropriate facilities, directors, members of the community for projects
3. Create and coordinate special programs
4. Seek and establish partnerships with community agencies and groups

#### Public Relations

1. Produces promotional material for public events
2. Oversees maintenance and initial formation of website
3. Produces announcements and recruitment material for new applicants
4. Produces a newsletter each quarter for public dissemination

#### Government Affairs

1. Develop and coordinate programs with the City Council and other elected officials
2. Develop and create an annual report to present to the City Council annually