



Job Description – Gore District Youth Councillor

Key Relationships

As a Youth Councillor you will have interaction with the following organisations, Gore District Council, Gore and Districts community, St Peter's College, Longford Intermediate, Gore High School and Blue Mountain College. You will also have involvement with young people of Gore and the surrounding district.

Purpose

The Gore District Youth Council ensures that young people in Gore and the surrounding district has a voice in its community.

Your key responsibilities and duties

1. Attending Youth Council meetings every 6 weeks on a Monday at 4.45pm

- Attend these meetings regularly. If you are unable to attend it is expected that you put in an apology at least two days before the meeting unless it is an unforeseeable circumstance.
- If you are absent without reason for more than three meetings you will be asked to reconsider your membership of the Youth Council and could be asked to stand down.

2. Participating in Youth Council events/activities

- Throughout the year the Youth Council organises events and activities for young people eg Youth Week. It is expected that when possible you contribute to these events and work together as part of a team. Throughout the year participation levels will be recorded and this may impact on your selection for following years on the Youth Council.

3. Speaking at Gore District Council meetings

- Every six weeks a full Gore District Council meeting is held at 7.30pm on a Tuesday evening. For each council meeting we have a Youth Councillor speaking about either events/activities we have been running or providing a youth perspective on a specific topic.

4. Representing the Youth voice in our District

- As a member of the Youth Council you will be responsible for representing and bringing forward the perspectives and views of local young people. Young people will be able to raise issues with you that you can then bring forward to meetings.
- If there is something you wish to discuss at a meeting please contact the Chairperson so it can be included on the agenda.

5. Creating a positive team environment

- The Youth Council is committed to working in a positive environment free from harassment, bullying and discrimination. You are expected to adhere to this at all times.

6. Being a positive role model in the community

- Remember you are representing the Gore District Youth Council and your actions are a reflection on the Gore District Youth Council.

7. Media expectations

- If you are referring to yourself as a Gore Youth Councillor or discussing the Council or Youth Council with any form of media, newspaper, Facebook, emails, newsletters, radio etc please have this agreed to and confirmed by Sonia Gerken (Communications Manager) prior to release. Although there are a lot of benefits of promoting the Youth Council on social media there are also risks and implications. Remember you are responsible for your actions and it is important that you uphold the reputation of the Gore District Youth Council.

8. Uniform expectations

- Whilst attending Youth Council events/activities, Youth Council or Council meetings it is expected that you wear your school uniform or Youth Council hoodie and name badge.

9. Youth Council meeting expectations

- In order for you to be prepared for meetings, please read the agenda and the previous meeting minutes so you can prepare your contribution. Agendas and minutes will be sent via email to you before each meeting.

- No cell phones are to be used during meetings and you are expected to arrive on time to meetings and events.
- During council meetings you are expected to listen to others' ideas with an open mind and wait for your turn to speak. Please do not speak over your fellow Youth Councillors.
- It is expected that an appropriate language is used during meetings and that you keep on topic when addressing the meeting.