

## Youth Advisory Committee Job Description

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<b>Position:</b>	Advisory Committee Member
<b>Time Commitment:</b>	4-5 hours a month plus participation on a minimum of 1 special project or working group during your term.
<b>Term:</b>	A minimum term of 1 year to a maximum of 3 years

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### Requirements

A Committee member must be:

- 12-24 years of age during their term
- Residing in Squamish or surrounding area (Squamish Lillooet Regional District Area D)

### As a Youth Advisory Committee member you will:

- be an advocate and champion for Foundry Squamish;
- regularly participate in monthly meetings, correspondence, and special projects to support Foundry Squamish and local youth services;
- bring your ideas, experiences, and diverse thoughts to the table to build a holistic perspective that powers Foundry Squamish's youth-centric model;
- make serious commitment to participate actively in committee work;
- stays informed about committee matters and prepares well for meetings by reviewing meeting minutes, agendas and any corresponding reports or materials;
- get to know other committee members and build a collegial working relationship that contributes to consensus; and
- adhere to our guide to working well together and be open to diverse opinions and thought from other committee members.

# Youth Advisory Committee Job Description

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<b>Position:</b>	Chair and Co-Chair
<b>Time Commitment:</b>	4-5 hours a month plus participation on a minimum of 1 special project or working group during your term.
<b>Term:</b>	A minimum term of 1 year to a maximum of 3 years

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## Requirements

A Committee member must be:

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- stays informed about committee matters and prepares well for meetings by reviewing meeting minutes, agendas and any corresponding reports or materials;
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- adhere to our guide to working well together and be open to diverse opinions and thought from other committee members.

## Responsibilities of the Chair/Co-Chair

1. To chair all meetings of the Youth Advisory Committee (training/support provided by SSCS).
2. To review and set agenda with assistance of SSCS in advance of each meeting.
3. To motivate individual members and recognize each member's contribution to the Committee.
4. To delegate appropriate tasks or responsibilities to individual committee members.
5. To represent the Youth Advisory Committee at any social events or other meetings where the Youth Advisory Committee is required.

# Youth Advisory Committee Job Description

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<b>Position:</b>	Vice Chair
<b>Time Commitment:</b>	4-5 hours a month plus participation on a minimum of 1 special project or working group during your term.
<b>Term:</b>	A minimum term of 1 year to a maximum of 3 years

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A Committee member must be:

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- make serious commitment to participate actively in committee work;
- stays informed about committee matters and prepares well for meetings by reviewing meeting minutes, agendas and any corresponding reports or materials;
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## Responsibilities of the Vice Chair

1. Assume all responsibilities for the Committee Chair or Co-Chairs in their absence.
2. Oversee all work of the Committee and foster a positive line of communication with Committee members.
3. Confirm the attendance of Committee members at their respective meetings and note regrets in consultation with the Committee Chair or Co-Chairs and staff liaison.

# Youth Advisory Committee Job Description

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<b>Position:</b>	Secretary
<b>Time Commitment:</b>	4-5 hours a month plus participation on a minimum of 1 special project or working group during your term.
<b>Term:</b>	A minimum term of 1 year to a maximum of 3 years

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## Requirements

A Committee member must be:

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## As a Youth Advisory Committee member you will:

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## Responsibilities of the Secretary

1. Take minutes for all committee meetings and email to SSCS staff.
2. To ensure Committee meeting summaries are clear and concise.
3. To mark the attendance of Committee members at all meetings.
4. To mark the attendance of Committee members at all events.
5. To advise SSCS staff of any committee members that have missed three meetings.