



## NAPIER YOUTH COUNCIL TERMS OF REFERENCE

The Napier Youth Council was established in 1998 as advisory group to act as the voice of youth to the Napier City Councillors and Staff. The Youth Council acts as an advocate for young people aged between 14 and 18 years, ensuring that the voice of young people is heard by the Council. The Youth Council is one of the ways the Council gains input from young people. This document outlines the purpose, roles and responsibilities of the Youth Council.

### 1. Youth Council's Purpose:

- Provide a youth voice and perspective to the Napier City Council.
- Build leadership skills and capabilities of Youth Councillors.
- To engage young people in Napier City Council decision-making processes.

*Achieve this by:*

- Engage young people in Napier City to have a voice in decision making.
- Encourage Youth Council to participate in community projects and/or events
- Contribute to Council policies, strategies and programmes.
- Promote positive aspects of youth in the community
- Promote and award \$7000 in Youth Development Grants to local youth.
- Host the Youth Awards to celebrate successful grant recipients.
- Develop the capabilities of its members (including leadership and engaging more widely with youth)

### 2. Responsibilities:

*Members Are Required To:*

- Attend Youth Council meetings which are held fortnightly on Monday's from 3.30 pm to 5.00 pm. As a general rule, Youth Council meetings will not be held during school holidays but specific committees may be held during the holidays.
- Read the Youth Council meeting agenda and the minutes before each youth council meeting.
- Be available and commit to working on committees and project teams.
- Be available to attend other trainings and meetings that may occur.
- To act responsibly in the public arena including the use of the media and social media.
- Pass Youth Council information onto networks, such as schools and interest groups etc.
- Assist the Napier City Council to engage with youth.

### 3. Membership:

*The Youth Council Will Consist of a Maximum of 18 Members. Members should*

- Be between 12 – 19 years of age.
- Live within the boundaries of Napier City or attend school/training or be employed within Napier City.
- Have the ability to work with other people and work in a team.
- Demonstrate leadership, governance, advocacy and service skills.
- Be committed to attending meetings regularly.
- Apply to be a member or be nominated by their school or youth/community group.

### 4. Selection Process:

- The call for applications and nominations for Youth Council members will be made in November/December each year for the following year.
- A panel comprised of two former youth council members and a Council officer will be established after nominations close. Up to 18 Youth Councillors will be selected from the applications received. In order for there to be a balance of gender and geographical diversity NCC may ask Napier secondary schools for nominees if no applications have been made from that school and their nominees will be appointed without going through the selection process.
- Youth councillors will be selected on their ability to demonstrate leadership, advocacy, community service and group fit.
- A reserve list will be compiled during the selection process for the purpose of filling any vacancies occurring during the year.

### 5. Conduct:

Members of the Youth Council cannot in any way claim to represent the views of the Napier City Council. Youth Councillors will be expected to conduct themselves appropriately when representing the Napier Youth Council. This includes when speaking personally, on social media platforms and with written material.

### 6. Removal:

If a Youth Council member misses three meetings in a row without providing an excuse, their membership on the Youth Council will cease.

If a Youth Councillor repeatedly misses meetings but does make apologies they may be asked to reconsider their ability to undertake the role required of them as a youth councillor.

In the event of gross misconduct the Community Strategies team may require a Youth Council member to leave the Youth Council.

### 7. Term of Appointment:

Any young person appointed to the Youth Council shall be appointed for that year and be expected to reapply, if they wish, at the end of that year. Reappointment to the Youth Council will be considered along with all other applications for membership.

## 8. Relationships with Community Services and Organisations

From time to time community organisations may request the opportunity to have members of the Youth Council work with their organisation on a project. These requests will be presented to the Youth Council who may agree to form a subgroup committee to work with this organisation.

## 9. Napier City Council Representative

At the start of each year a Napier City Councillor will be appointed by Her Worship the Mayor to the Youth Council. The Councillor Representative's role will be to provide support and guidance to the Youth Council, as well as being a direct link for the Youth Council to the Napier City Council. Due to the schedule of demands of Councillors it may on occasion they do not attend every Youth Council meeting. This will be arranged prior to the Youth Council meeting with the Youth Council staff.

## 10. Reporting:

Community Strategies staff will report on the progress of the Napier City Youth Council through the Community Strategies reports to Council.  
The Youth Council will report directly to the Council at Council meetings.

## 11. Youth Council Leadership

### **Chairperson**

- The Chairperson shall be charged with the administration of affairs of the Youth Council with assistance from the Facilitator.
- The Chairperson shall preside over all meetings of the Youth Council.
- The Chairperson shall appoint committees when necessary to research issues.

### **Deputy Chairperson x2**

- The Deputy Chairperson shall assume the duties of the Chairperson during the Chairperson's absence.
- The Deputy Chairperson shall assist the Chairperson to perform duties when needed.

### **Communications Officers x2**

- The Communication Officer(s) shall manage the Napier Youth Council Facebook profile & Instagram Page.
- Engaging content will be posted to the Napier Youth Council Facebook & Instagram page on a weekly basis.
- All Napier Youth Council Events will be promoted on the Napier Youth Council Facebook & Instagram Page.
- Respond to messages on the Facebook and Instagram page.

### **Secretary**

- The Secretary shall record and maintain the minutes of all Youth Council meetings and email them to all Youth Councillors following each meeting.
- The Secretary shall prepare and receive correspondence for the Youth Council and maintain proper files.
- The Secretary shall perform other duties as ordinarily pertain to the office.