**WARWICK YOUTH COUNCIL – COMMITTEE STRUCTURE**

Max of 10 members elected by the rest of the Council members annually.

**CHAIR -** The chairperson of a committee is responsible for the smooth running of meetings, allowing all members to have their say, and for guiding the committee's work towards the aims set by the Youth Council. This is an essential position and a good chairperson will do the following:

At committee meetings

• Conduct business in the order set out in the agenda

• Keep discussion focused on the item as set by the agenda

• Make sure that a decision has been reached before going onto the next item on the agenda

• Allow everyone to speak and be heard

 • Make sure a record of all decisions is kept.

Between committee meetings

• Know of all work that the Youth Council is doing so that he/she is well informed about all matters that may arise at committee meetings.

• Keep in touch with other committee members and how their work is coming along

• Meet with the recorder to arrange and draw up the agenda to be discussed at meetings and ensure minutes are properly drafted and issued prior to the next meeting.

**DEPUTY CHAIR -** stands in if the chair is absent.

**FINANCE OFFICER -** It is very important that the Youth Council is only spending money that is within its allocated budget, and that good records are kept of its income and expenditure. A finance officer should:

• Work with Town Council officers to ensure the keeping of accurate records of monies in and monies out.

• A record must also be kept of any petty cash and what it is. Any remaining petty cash at the end of the year should be added to the present balance in the accounts for the Annual General Meeting.

• Make a regular statement to the committee on how much money the Youth Council has spent and still has in its budget for the financial year (April – March).

**RECORDER –** A recorder should be well organised and good at maintaining records. The work involves organising and keeping records of committee meetings. A recorder is expected to do the following:

Before committee meetings

• Meet/talk to the chairperson and the Assistant Town Clerk and agree an agenda.

• Send out a notice to committee members of where and when the meeting will take place and the agreed agenda.

• Prepare all papers needed for the meeting at least a week beforehand. The papers should include correspondence since the last meeting and minutes, which are a record of the last meeting.

During committee meetings

• Take a note of everyone present at the meeting, everyone who could not be there but has sent an apology and any absences without apologies.

• Circulate or read out the minutes of the previous meeting, take questions about the minutes and change the minutes if necessary.

• Take notes of what members say when they are reporting on action taken and of the decisions that are taken by the committee.

**What should the other 6 roles be? Think about what issues are important to and impact on young people today and in Warwick – what needs representation and a voice?**