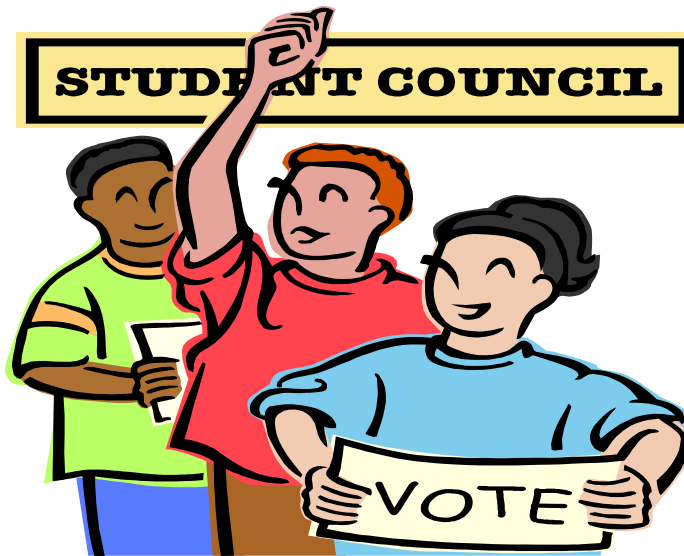


Mayor's Youth Council/



Mission Statement

The (your city or town) Mayor's Youth Council (come up with a mission statement that applies to your council)

Who can join the Mayor's Youth Council?

Any student, 9th – 12th grade, who resides in (your city or town). The Mayor's Youth Council is made up of a Steering Committee that consists of 8–10 adults and an unlimited number of 9th – 12th graders with a group of adult advisor.

What does the Council do?

The Council participates in...

- Community events
- Volunteer projects
- State Wide Summit
- City Council Meetings
- City-Wide Clean Ups
- Etc.

Why should I join the Council?

When you join the Council, you can...

- Meet new people
- Have fun
- Volunteer at City activities
- Be a voice for the youth of (your city or town)
- Be involved in the community

**APPLICATION TO SERVE
ON THE
(YOUR CITY OR TOWN) MAYOR'S YOUTH COUNCIL**

Please print neatly in blue or black ink.

Name _____ Date _____

Parent's Names _____

Home Phone # _____ Teen Phone Line _____

Address _____ City _____ State _____ Zip _____

E-mail Address _____

School _____ Grade _____ Age _____

Why do you want to be involved in the Mayor's Your Council?

Describe your ideas and goals for this Council and how they can benefit the Community.

List all organizations or clubs you are currently a member of.

List anyone you would like to nominate for this Council. Please indicate a contact number and address.

I understand that being a member of the Mayor's Youth Council carries certain responsibilities. I agree to conduct myself as properly befitting a representative of my city and abide by all guidelines of the Council.

Student Signature: I have read and understand the above commitments required for the Council.

Student Signature _____

Date _____

Parent/Legal Guardian Signature: I give my permission for the above named applicant to seek a position on the Mayor's Youth Council and I have read and understand the commitments required for the Council.

Parent Signature _____

Date _____

Please return application to:

(Your city or town)
(Contact Person)
(Your address)

If you have any questions,

Please contact:
(Your contact person)
Phone Number
E-mail Address

Officer Job Description

Responsibilities of the officers include the following....

Chairman

- Run meeting
- Help create a flyer for every meeting
- Give agenda items to (contact person) before each month's meeting
- Call or send e-mail reminders to members
- Help all officers with their event duties
- Responsible for team building activity
- Responsible for heading project or program

Vice Chairman

- Run meetings if chairman is not available
- Responsible for heading project or program
- Responsible for application drive at the end of the year
- Responsible for team building activity

Secretary

- Take minutes at meetings and record meetings on tape
- Make sure the chairman and secretary sign the official minutes
- Take the board member's attendance at each meeting
- Responsible for heading project or program
- Responsible for team building activity

Parliamentarian

- Make sure that parliamentary procedures are followed at the meetings
- Keep meetings under control
- Responsible for heading project or program
- Responsible for team building activity

Historian

- Tracking attendance of Youth Council members that attend the City Council meetings
- Give information about events to (contact person) to put on City website and City TV channel
- Information to newspaper and keeping scrapbook information
- Taking pictures and documentation of events
- Responsible for heading project or program
- Responsible for team building activity

The officers will be responsible for the different aspects of the “Big Four” budget events. With this responsibility, the officers should...

- Make a flyer/reminder about the event
- Have sign-up sheets before the event
- Have sign-in sheets at the event
- Make sure there are Council representatives at the corresponding commission meeting. (Ex. If you are in charge of the clean-up, you should make sure there are representatives at the Keep (your city or town) Beautiful meeting before the clean-up.)
- Check with (contact person) for any other details about the event.
- Use other board members and resource members to help coordinate event.

Additional responsibilities include...

- Each officer should also keep good communications with (contact person) throughout the year. This helps the officers stay informed about the Mayor’s Youth Council events and to stay up to date on Council news. (Contact person) should always be informed about your attendance and failure to achieve the above responsibilities.
- Most importantly, the Mayor’s Youth Council officers must work together, be prepared, and be organized.
- Last, but not least, not one person should do all the work. Use each other, other board members, and resource members to help with all of the activities.