

Youth Advisory Council (YAC)
Policies and Procedures: Council Structure

Youth Advisory Council is the youth component of Healthy Choices Caring Communities (community coalition focused on preventing and reducing youth substance abuse). It serves as an advisory board to the general coalition in planning and implementing youth related activities.

The structure of the Youth Advisory Council should consist of the following positions:

A 6 – 8 member Leadership Team (number of members will vary according to group size and level of interest)

- Must have completed at least 1 year of YAC
- Must be able to attend 80% of the scheduled meetings/events
- Must attend an additional monthly Leadership Team meeting (date/time TBD by members/staff)
- May choose to attend adult coalition meetings (but not required)

Collectively the members will carry out the following responsibilities

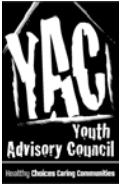
(each month at Leadership Team, specific duties will be assigned for next general YAC meeting)

- Will work with the YAC Staff to help set the meeting agenda, select curriculum
- Will run the monthly meetings (agenda, introduce speakers, run prize wheel, meeting social time, etc.)
- Will record minutes of general YAC and Leadership Team meetings; to be given to YAC staff within 2 days
- Will take attendance at the meetings and track throughout the year
- Responsible for taking pictures/videos at all YAC events (meetings, retreats, and public events and activities)
- Will chair ad hoc committees for YAC determined events (social events, public events, retreats, liaisons to school districts)
- Will recruit additional members to serve on ad hoc committees

Elections:

Interested applicants will submit a “Nominee Form” showing their intention to run for a Leadership Team. This completed form is due **prior** to the May meeting. At the May meeting, nominees will share this information verbally with the group to allow the other YAC members to learn more about this nominee’s leadership style. Online elections, will take place in late May. Elected positions will be held from June of current year to the following June.

Approved:
3/7/16 YAC Exe Bd.
4/6/15 YAC Exe Bd



Youth Advisory Council (YAC)
Nominee Form

Name: _____ School: _____

Grade: _____

I would like to be part of Leadership Team because

For fun I like to:

I hate when

Things I hope to accomplish as a member of Leadership Team

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