



Youth Advisory Committee

“For the Youth, By the Youth”

The Jaffrey Parks and Recreation Department is seeking dedicated, enthusiastic and motivated teens to join the Youth Advisory Committee (Y.A.C.). Committee members will advise the Parks and Recreation staff regarding the concerns and interests of today’s youth and teens. Y.A.C. members will build leadership skills and work experience through assisting with the planning and implementing of programs such as field trips, fundraisers, community events, and classes for youth and teens.

Committee Leadership

Joining the Y.A.C. is an excellent way to learn and develop leadership skills. Y.A.C. members may be nominated to serve as one of the elected positions, and all Y.A.C. members are expected to co-chair at least one project. Y.A.C. meetings are held monthly from Sept. to June. Elected Officers: Committee Chairman, Committee Vice-Chairman, and Secretary. Elections will take place in December with the one year terms beginning in January.

Committee Positions and Role Descriptions

The structure of Committees and roles within Committees may vary according to their purpose and length of operation. The traditional structure includes the Chair, Vice Chair, and Secretary, each with defined and distinctive roles. These are generally supplemented by general Committee members.

Role of the Chairman

Charged with providing leadership and direction to the Committee, the President is responsible for ensuring that the Committee fulfills its responsibilities for the governance and success of the club. He/she also works to optimize the relationship between the Committee, the Parks and Recreation Director, and members of the community, and to achieve the committee’s agreed goals. The Committee Chair is generally the spokesperson for the club and should work to maintain key relationships within and outside of the club. Amongst the Chairman’s tasks is to prepare agendas for monthly meetings.

Role of the Vice Chairman

The Vice Chairman is responsible for assisting the Chairman to fulfill his/her responsibilities for the governance and success of the club. This may mean chairing meetings at short notice. The Vice Chairman role is commonly regarded as preparation for the next President. At times the Vice Chairman will need to work with the Chairman to help him/her understand concerns and alternative points of view within the club.

Role of the Secretary

The Secretary is responsible for the documentation and communication of the activities of the Committee. The secretary is the primary administration officer of the Committee and provides the links between the Committee, members and outside agencies. The Secretary should be a good communicator, maintain confidentiality on relevant matters and have the ability to delegate tasks and supervise others. Amongst the Secretary’s tasks are to prepare and distribute minutes, receive and disseminate correspondence to and from the club etc.