



WEST TAMAR YOUTH MAYOR

POSITION DESCRIPTION

Scope:

- The West Tamar Youth Mayor Program is for a student from year 7-9 (grades 6-8 apply for the following year) who is selected by YAC (Youth Advisory Council) and the Mayor to represent the West Tamar municipality. They will provide a focus and a channel for young people's views to be heard by those in Council. The Youth Mayor can be influential in promoting the West Tamar Youth Strategy as they supporting shaping a positive future for local young people.

Term:

- This position is elected for 1 year; the term of office runs from December to December each year to coincide with school terms.

Background:

- The 2020-2022 West Tamar Youth Strategy identified the goal of empowering young people with skills and confidence in our municipality. Objective 3.3 of the strategy states to Amplify YAC to further enable young people to positively affect Council about issues that matter to them. The role of Youth Mayor is a fantastic way to publicly and effectively work towards the goal of empowering local young people.

Position Aims:

- To give the young people a stronger voice in the local community.
- To raise awareness and engagement in local Council activities.
- Inclusion of young people in Council decision-making process.
- Increase understanding of the role and functions of local government.

Duties:

- Identify issues & engage with others in public forums.
- Provide feedback & give opinions on Council policies, local by-laws, services and programs that affect young people.
- Participate in decision when invited.
- Assist Mayor with ANZAC Day, Youth Events and Volunteer Week duties.
- Attend Youth Advisory Council forums, Citizenship Ceremonies, launches and opportunities.

Attend meetings:

- Become a member of the West Tamar Youth Advisory Council and attend monthly meetings.
 - o YAC Meetings are held on the 2nd Thursday of the month at the Windsor Community Precinct.
- Attend 3 Council meetings throughout the year.
 - o Council Meetings are held on the 3rd Tuesday of the month at the Windsor Community Precinct.
- Attend 3 Community Development Unit (CDU) Meetings throughout the year.
 - o CDU meetings are held on the first Thursday of the month at the Windsor Community Precinct.
- Connect with other relevant community groups.
 - o Opportunities arise to connect during the year throughout the West Tamar.

What are the parameters of the role?

The Youth Mayor position is not a paid position. However:

- Council will cover travel and food expenses required for the role.
- Council will organise any relevant training and orientation required.
- Selection to the Lead, Inspire, Grow Leadership Camp is included.

Expected Time Commitments:

- As the role is a 12 month commitment, Council expects the Youth Mayor to be available for major events in the municipality, experience a variety of meetings and decision making forums and opportunities to be active in the community.
- The Youth Mayor would spend on average one meeting/evening a fortnight on the role. Some meetings are during the day and special exemption would be required from the respective school.

Various supervision includes:

- Report to Youth Development Officer regarding youth-related activities.
- Report to Media Officer for media opportunities.
- Report to Personal Assistant of Mayor for Mayoral calendar of activities.

Communications Protocol:

- As per Council's policy*, the Youth Mayor shall not address the public in their role unless permission is granted by the Mayor. This includes verbal, social media, written and other means of communication.
- When using social media outside the role, the Youth Mayor must not cause serious damage to the relationship between Council, councillors, workers or other persons at the workplace. Their online representation is to be positively reflected according to a volunteer's duty to Council, and must not damage or are likely to damage Council's interests or reputation.
- *Media Relations – Roles and Guidelines 6:1 - "Mayor: By virtue of the Local Government Act 1993 the Mayor will be the Council spokesperson for Council business or matters before Council. Therefore, all media enquiries should be directed to the Mayor in the first instance. If the Mayor is absent, and appoints the Deputy Mayor to act in the position of Acting Mayor, media enquiries should be directed to the Acting Mayor. If the Mayor and Acting Mayor are not available for comment, media enquiries should be directed to the General Manager. The Mayor, and the General Manager in certain circumstances, are the only persons able to release media statements on behalf of Council. The Mayor has a primary role when discussing major policy and municipal area issues, decisions of Council and responses to other governments on policies and decisions impacting on our community."

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Signature of Youth Mayor

Made before me at Windsor Drive, Riverside in Tasmania on the

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Mayor Christina Holmdahl