



2 - SPECIFIC ROLES HELD

1 ELECTION OF SPECIFIC ROLES

The arrangements for the election to key positions within the North Lincolnshire Youth Council (NLYC) including the chair, vice chair, youth democracy officer, social media officer, minute taker, and vice minute taker are set out within section 6 of the NLYC Constitution.

2 EXPECTATIONS OF MEMBERS

As per section 7 of the NLYC Constitution, ALL members are expected to:

- Attend every meeting and encourage other young people to attend
- Promote the work of the NLYC in a positive way
- Seek out and represent the views of other young people
- Contribute to agenda items and discussions
- Contribute to actions between meetings where appropriate
- Communicate relevant messages from the NLYC through their social networks
- Uphold the code of conduct (which incorporates the Nolan Principles)
- Uphold the policies associated with the NLYC where appropriate and within the scope of their roles and responsibilities

3 ROLE OF CHAIRPERSON

The chairperson's role is an important one and their role within NLYC is invaluable. The chairperson ensures that NLYC abides by the NLYC constitution, that the agenda is appropriate and that the discussions at the meeting are appropriate, timely and inclusive.

BEFORE THE MEETING

- The chairperson liaises with the minute taker and support worker(s) prior to the meeting to agree the agenda

AT THE MEETING

- The chairperson ensures that minutes from the previous meeting are acceptable and that there is an opportunity to update on progress made against identified actions
- The chairperson ensures all participants in a meeting can contribute to the discussion and that no one person dominates the discussion
- The chairperson controls the meeting and is responsible for keeping to the agenda
- Where appropriate, the chairperson ensures that discussions lead to a clear decision and that any decisions have an allocated lead and agreed timescales for completion
- The chairperson decides who speaks when and invites participants to speak
- If participants interrupt each other or where more than one person is talking at once, the chairperson should intervene to prevent this from happening and invite one person to speak at once
- If the discussions are going off agenda, the chairperson should intervene and bring the meeting back to order

- If discussions about a specific agenda item are not forthcoming, the chairperson should make a decision to move the discussion to the next agenda item

AFTER THE MEETING

- The chairperson liaises with the minute taker and support worker(s) between meetings to ensure the Key Communications are prepared and distributed and actions followed up

Other members of NLYC and support workers have a responsibility to respect the role of the chairperson in leading the meeting.

5 ROLE OF VICE CHAIRPERSON

The vice chairperson will take on the role of chairperson if and when the chairperson is unavailable. In lieu of this, the vice chairperson should liaise regularly with the chairperson, support workers and the minute taker so they are aware of the agenda.

6 ROLE OF MINUTE TAKER

The minute taker's role is an important one and their role within the NLYC is invaluable. Theirs is the only official record of what happened at the meeting, and future decisions, actions and discussions are based on what they recorded.

BEFORE THE MEETING

- The minute taker liaises with the chairperson and support worker(s) prior to the meeting to help prepare the agenda (and helps to develop the forward plan for upcoming meetings)

AT THE MEETING

- The minute taker takes notes to ensure that there is an accurate record of the meeting (focusing on a summary of discussions, key decisions and action points)

AFTER THE MEETING

- The minute taker types up the notes into Key Communications and ensures that they are a clear and balanced view of the discussions. The Key Communications should jog the memory of those present at the meeting, as well as updating those who were absent
- The minute taker ensures that Key Communications are prepared and distributed to the support worker(s) for wider dissemination within one week of the NLYC meeting
- The minute taker liaises with the chairperson and support worker(s) between meetings to ensure the minutes are prepared and distributed and actions followed up

Other members of NLYC and support worker(s) have a responsibility to support the minute taker in their role and assist them in the accurate recording of the meeting.

7 ROLE OF VICE MINUTE TAKER

The vice minute taker will take on the role of minute taker if and when the minute taker is unavailable. In lieu of this, the vice minute taker should liaise regularly with the minute taker, support workers and the chairperson so they are aware of the agenda.

8 ROLE OF YOUTH DEMOCRACY OFFICER

The role of the youth democracy officer ensures that:

- The constitution and supporting documents is adhered to
- Reminds NLYC members of the housekeeping requirements
- Supports any IT requirements
- Manages the voting system (for formal and informal ballots)
- Has voting rights at BYC regional conventions (along with the MYP)

Other members of NLYC and support worker(s) have a responsibility to support the youth democracy officer in fulfilling their role.

9 ROLE OF SOCIAL MEDIA CHAMPION

The role of the social media champion is to ensure that:

- The profile of the North Lincolnshire Youth Council is raised via its Twitter and Facebook accounts
- They advise on the creation, curation and management of all published content

Other members of NLYC and support worker(s) have a responsibility to support the social media champion in fulfilling their role.

10 ROLE OF THE DISABILITY CHAMPION

The role of the disability champion is;

- To promote inclusion of people with disabilities
- To raise awareness and educate people about different disabilities
- To help prevent discrimination against people with disabilities