



TERMS OF REFERENCE

Personal Specifications

1. Be committed.
2. To have an interest in relevant issues and be prepared to have a view on topical issues.
3. Be able to listen to and respect the views of his/her peer group.
4. Take their responsibilities seriously
5. Not be afraid to speak their mind.
6. Not be afraid to ask for support, advice and help if required.
7. To have a sense of humor!

Areas of Responsibility

As an elected member of the Worcestershire Youth Cabinet (WYC) your duty is towards

- The young people who voted for you;
- The young people who didn't vote for you;

- Every young person in the County of Worcestershire and the District you represent.
1. As a member of the WYC you have a responsibility to seek out the views of your constituents.
 2. Any young person up to and including the age of 18, has the right to have his/her views heard and listened to by a member of the WYC. As a WYC member it is important that you take your role and duty seriously when you are representing WYC, both in and outside the WYC meetings and events.
 3. To establish a line of regular formal communication with local government structures e.g. - Parish/Town Councils, District Youth Forums, District Councils, County Councils, and MPs.
 4. To liaise with locally established groups in your District, such as Youth Forums and school councils and branches of voluntary organizations. It is important to respect and listen to what others are saying and to continue to respect someone's point of view at all times.

Meetings

1. A WYC member should attend any District/ County meetings as organized by the WYC.
2. If a WYC member is unable to attend a WYC meeting they should inform their secretary or adult support worker.

3. When talking, a WYC member should try not to take over the meeting or prevent others from speaking. It is important to give everyone a chance to talk and take part in the meeting.

Voting

Voting at Youth Cabinet meetings is carried out by individual votes and the majority wins. Voting may at times be done as individual confidential ballots.

Elections & Term of Office

1. All Districts will have 4 Youth Cabinet members, giving 24 members. An additional 3 UKYP members will attend Youth cabinet meetings and events also, giving a total membership of 27
2. Elections will be held every year for new members in each District where young people have left the Youth Cabinet.
3. Members will be able to stay on the Youth Cabinet for up to 3 years: the first year as an Induction Year and final year as a Support Mentor to new Youth Cabinet members. Members will have the power of voting for all 3 years. If a Cabinet member is 18 before their 3 year term is up, they will serve their term to the end of the Youth Cabinet Year (February).
4. The place of a Youth Cabinet member dismissed from the Cabinet will be offered to the next person in that District with the most votes.
5. Attendance at all other event or gatherings is highly recommended.

Attendance at meetings

1. There are 12 Full Youth Cabinet meetings a year:
2. If members miss more than 3 meetings in a row without good reason and valid excuse, their membership of the Youth Cabinet will pass onto the reserve candidate from their District from the last Youth Cabinet election.
3. Members must notify Secretary/ Staff of their attendance or non attendance to Youth cabinet meetings in good time, in order to cancel expensive transport arrangements. Staff will not chase up members with telephone calls the day before meetings to see if members are attending.
4. All Youth Cabinet Members must attend the following Key Events in the Youth cabinet calendar:
 - a. Election Announcement Event
 - b. Youth Cabinet Residential
5. All Youth Cabinet Members are also expected to attend their chosen sub-group meetings, unless a valid reason for absence is given.

Behaviour

1. If a member of the Youth Cabinet receives 3 warnings regarding behaviour, they will be excluded from any Youth Cabinet fun activities.
2. If a member of the Youth Cabinets behaviour is deemed by other member to be of a serious nature, an anonymous vote will be taken to decide if they should be dismissed from the Cabinet on a permanent basis.