



Club Procedure MARGOV009

Youth Development Committee

Endorsement Date:	9 th November 2020
Guideline Topic:	Operations of the Youth Development Committee
Guideline Number:	MARGOV008
Document Version Control:	DRAFT 1.1

1. Purpose and Background

- 1.1 To guide Youth Development Committee in conducting, recording and reporting its meetings; and
- 1.2 To guide the Youth Development Officer regarding their responsibilities to conduct, record and report meeting outcomes.

2. Policy Statement

- 2.1 The Youth Development Committee shall administer and co-ordinate all operational and planning for youth members, ensuring optimal outcome for them.

3. Applicability

- 3.1 This procedure applies to all members of the Marcoola Surf Life Saving Club. The responsibility of implementing this policy/procedure rests with the Youth Development Officer under the supervision of the Board.

4. Statutory/Constitution/By-Laws Requirements

- 4.1 This procedure specifically relates to Section 33 of the Constitution; By-Law 5.1.

5. Considerations

- 5.1 The Youth Development Committee shall consist of the following members;
 - 5.1.1 Youth Development Officer – Chairperson
 - 5.1.2 A Director as nominated by the Board;
 - 5.1.3 Junior Club Captains;



5.1.4 A nominee from Junior Activities Committee; and

5.1.5 Any other member appointed by the Board.

5.2 The Youth Development Committee shall be responsible for:

5.2.1 Promoting and delivering development and mentoring programs, and other activities for youth members;

5.2.2 Promoting and identifying suitable youth members' participation in development camps and leadership programs and camps;

5.2.3 Assisting club officers, particularly JAC officers to enhance recruitment and retention and the transition of youth members through the club;

5.1.3 Identifying innovative activities to enhance the recruitment and retention of youth members;

5.1.4 Implementing and regularly reviewing youth recruitment and retention programs within the Club;

5.1.5 Educating and ensure all members of the club comply with the Child and Youth Risk Management Strategy and all Codes of Conduct;

5.1.6 Educating all members regarding the importance youth members play within the Club;

5.1.7 Encouraging youth members to become involved in fundraising and community engagement activities;

5.1.8 Encouraging youth members to take on leadership roles within the Club;

5.1.9 Disseminating all youth related information to all members; and

5.1.10 Dealing with matters referred to it from the Board or Council, Lifesaving Operations Committee and Surf Sports and Competition Committee.

6. Procedures

6.1 To control and monitor the responsibilities listed above the Youth Development Committee shall conduct a regular meeting on at least a quarterly basis.

6.2 The Youth Development Officer will be the Chairperson for meetings and in their absence, a vote will occur to elect the Chairperson of that meeting.



- 6.3 The Youth Development Committee Agenda (TEMP014) for meetings shall be:
 - 6.3.1 Opening;
 - 6.3.2 Attendances;
 - 6.3.3 Apologies;
 - 6.3.4 Disclosure of Interest;
 - 6.3.5 Declaration of Confidentiality;
 - 6.3.6 Confirmation of Minutes of Previous Meeting;
 - 6.3.7 Business Arising;
 - 6.3.8 Correspondence;
 - 6.3.9 Budget Issues;
 - 6.3.10 Strategic Plan;
 - 6.3.11 Reports;
 - 6.3.12 General business;
 - 6.3.13 Next Meeting Date; and
 - 6.3.14 Closure of Meeting.
- 6.4 The Youth Development Committee shall report to the Board within seven days of their meeting on the required Minutes Template (TEMP009).
- 6.5 Draft Minutes are to be forwarded to all committee members for their approval and confirmation of correctness of the Minutes.
- 6.6 Once the Minutes have been approved, a signed copy should be forwarded to the Club Secretary for consideration of the next Board Meeting.
- 6.7 Resolutions or recommendations for consideration by the Board shall also be provided on the Cover Committee Report (TEMP010) and should include a rationale to support the resolution or recommendation. This includes but is not limited to:
 - 6.7.1 Identification of members suitable to attend leadership and development course;
 - 6.7.2 Budget approvals;
 - 6.7.3 Equipment needs; and
 - 6.7.4 Current activities designated in the Strategic Plan.



- 6.8 Dissemination of Youth Development information shall be through the Club Administrator by electronic and social media platforms used by the Club.

Authority

Peter Hourn
President