

## **YOUTH COORDINATOR ADVISORY BOARD Committee Charge**

### **GENERAL STATEMENT**

The Youth Coordinator Advisory Board (YCAB) is an advisory board only and does not, therefore, set policies or determine administrative directions for the Concord Youth Coordinator. Many of its duties and responsibilities are performed only upon the request of the Youth Coordinator, Deputy Town Manager or Town Manager. The Board may initiate studies, advocacy projects, public information, consultations, or other activities; but it is expected that these will be developed collaboratively with the Youth Coordinator. Recommendations from the Board to the Town Manager, Town departments, or the Town at large should be reviewed with the Youth Coordinator prior to dissemination to others. If the Board sees a need for an advisory subcommittee, a request will be made for the appointment of such a committee to the Town Manager.

The YCAB exists both to advocate for the needs and welfare of young people living in Concord and to support and assist the Youth Coordinator in carrying out his/her mission.

### **THE YCAB MISSION**

The YCAB will work to improve the quality of life of Concord's school-age young people who are under the age of 21. The YCAB will strive to assist them, to the greatest extent possible, in finding counseling and advice about problems faced by young people today, including problems at home, at school, in the community and with friends. The YCAB will also try to identify and promote resources for young people, including recreational outlets, in the community. The YCAB will attempt to provide young people with opportunities that enhance their physical, emotional, intellectual and spiritual well-being.

### **MEMBERSHIP**

The YCAB shall consist of seven voting members appointed by the Board of Selectmen, and up to two nonvoting Associate members, ideally represented by a middle school or high school student. In addition, there shall be one representative each designated by the Recreation Commission, Police Department and School Committee. The Youth Coordinator will also be a member ex officio.

### **SPECIFIC RESPONSIBILITIES AND DUTIES OF THE YCAB BOARD**

Consistent with the foregoing, the Board may, for example:

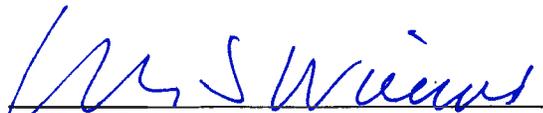
- 1) Provide guidance or consultation to the Youth Coordinator regarding issues, policies, programs, and long-range plans.
- 2) Collaborate with the Youth Coordinator in evaluating services and programs.

- 3) Assist in the preparation of budgets, reports, and capital improvement recommendations or comment on them, as needed.
- 4) Provide assistance, when needed, with promoting and/or carrying out youth service programs.
- 5) Initiate and/or participate in fact-finding or studies relating to the needs of young people.
- 6) Be available to the Town Manager and Deputy Town Manager to assist in selecting a new Youth Coordinator when required.
- 7) Disseminate public information concerning youth programs and needs.
- 8) Make recommendations to the Youth Coordinator, Deputy Town Manager, Town Manager, and community at large about how the needs of young people in Concord could be more adequately or effectively met, either by this Town alone or by cooperative arrangements with other towns, persons, or agencies.
- 9) Promote youth involvement in activities in Town designed for young people.
- 10) Provide assistance to the Deputy Town Manager in evaluating the performance of the Youth Coordinator.

#### **OTHER CONSIDERATIONS**

The Committee shall elect a chair and a committee clerk, who will be responsible for maintaining the record of the committee's discussions.

All meetings will be conducted in conformance with the Open Meeting Law including the proper notice and posting of meetings, and all records will be maintained in conformance with the Public Records Law.

  
Jeffrey S. Wieand, Chair