

YOUTH COMMITTEE JOB DESCRIPTION

Purpose: To support and work in conjunction with the Superintendent of Youth Program, Youth Coordinator, and the General Manager to provide a rich, varied, and stimulating program for the youth of the Assembly.

Interactions: General Manager, President, Parents of Assembly Youth, Superintendent of Youth Program, Youth Coordinator

Responsibilities:

1. The Youth Committee is an inclusive committee. It shall make every effort to include all who wish to participate while maintaining a diverse membership.
2. The chair shall work with the Youth Coordinator and the General Manager throughout the season to support the needs of the youth program to help the program run smoothly.
3. The committee should meet regularly face to face or by conference call during the season, so that input is gathered from a wide variety of parents and grandparents representing various age groups.
4. The committee shall announce the dates of its meetings well in advance to allow members to attend.
5. The committee shall coordinate meals for the youth staff with the youth superintendent during orientation.
6. Duties include but are not limited to providing committee members to help with registration, if needed, and providing volunteers for sack suppers, progressive dinners, staff dinners, excursion drivers, talent show, Sundaes on the mall, pet show, bingo, outreach, youth week, and any other activity planned for the youth that requires volunteer help or expertise.
7. The committee shall encourage attendance at parent meetings.
8. The committee may provide input regarding snack shop merchandising.
9. The Youth Committee can be a source of ideas in areas such as artistic programming and service projects for projects for the older youth and/or families.
10. If possible, the committee shall create an opportunity for parents to give input during the season.
11. At the end of the season, the Youth Chair, with input from the committee and in coordination with the President, General Manager, and Superintendent of Youth Program, will make recommendations for the upcoming Youth Chair and Vice-Chair.
12. MSSA shall have a commitment to employ its own qualified youth whenever possible. The youth staff shall serve as a role model for the youth and support the mission of the assembly.

If the committee cannot meet in person, the chairman may send information to committee members by email; they reply directly and only to the chairman. Members should never 'reply to all.' For discussion or votes, conference calls can be arranged through the office. *Robert's Rules of Order* requires that in committee communication among members, every member must be able to hear every other member. Under certain circumstances, polls may be used.