



BASINGSTOKE CANAL CANOE CLUB (B3C) YOUTH COMMITTEE

TERMS OF REFERENCE

The purpose of these Terms of Reference is to provide the framework for the Youth Committee who will assist B3C in key areas of youth development and training.

Authority

The B3C Youth Committee (B3CYC) is authorised by the B3C Committee to conduct their business in accordance with the Terms of Reference set out below. These Terms of Reference may be reviewed by the B3CYC and/or B3C Committee at any time and, when appropriate, revised to accord with the changing requirements of B3C.

Composition and Membership

The B3CYC shall consist of a maximum of eight persons aged thirteen to eighteen (inclusive) occupying the following eight offices: 1 x Chair; 1 x Vice-Chair; 1 x Treasurer; 2 x Young People's Representatives; 3 x Activities Officers.

The committee will appoint one adult facilitator (AF) to facilitate, support and assist as required.

Other ex-officio members may be appointed as required by B3CYC, e.g. persons with particular skills/knowledge.

In selecting the members, nominations will be sought annually from the youth members of B3C.

Committee members will be appointed on an annual basis with a rolling replacement process to ensure regular new members and continuity, to serve a maximum of three years in any post except where there are no other candidates.

Every effort to balance gender shall be made with an even male/female composition being the aim.

A quorum of a minimum of 50% of the committee shall be required for all meetings. In the absence of the Chair, he/she should enable the vice-chair to assume responsibility.

Minute taking will be rotated through the membership of B3CYC with the exception of the Chair.

Responsibilities

B3CYC is responsible for working alongside the BCCC Committee to develop and implement youth priorities. Particularly, to:

1. Represent the young people of B3C as their official 'voice'.
2. Promote and develop activities that support young people aged up to eighteen.
3. Assist the AF in drafting activity budget proposals for youth development, and management of the allocated funds through the AF (as the budget holder).

Reporting Structure

B3CYC shall report through member representation at BCCC committee meetings, and through circulation of minutes of meetings.

Meetings

B3CYC will meet as often as deemed necessary (minimum of four times per annum).

Absence from meetings.

Commitment to the committee is essential to its success, therefore if a member is absent from meetings/activities twice consecutively (without good reason), action may be taken and the member concerned may be asked to resign his/her position.