

Sunshine Coast Youth Action & Awareness Committee

Terms of Reference

September 2018

Purpose

- Provide a forum for roundtable information sharing about services and issues related to youth, generally ages 12 to 24
- Network and liaise with agencies, organizations and committees serving youth
- Identify current issues and gaps in services for local youth
- Provide leadership and review for initiatives related to youth

Composition

- The composition will be representatives from local agencies and organizations serving the needs of youth. Local government, committees and boards may also appoint representatives. The chair may invite other persons, in accordance with the purposes of the committee, to attend the meetings.
- From time to time a subcommittee may be formed to focus on a specific issue related to youth and then report back to the committee.

Chair

- A Chair will be chosen from the committee members and will facilitate the meetings.
- The meeting agendas will be generated by the Chair based on committee members' input.
- The Chair will maintain the distribution list and ensure minutes, meeting reminders and other material is sent in a timely way.
- The Chair will appoint a recorder to attend meetings and record minutes.

Meetings

- Meetings will be bi-monthly on the last Friday of the month, in September, November, January, March and May, unless adjusted due to holidays, conflicting events or spring break.
- The meetings will be from 9:00 to 10:30 a.m.
- Locations will alternate between the boardroom of the School District in Gibsons and the meeting room of Sunshine Coast Community Services in Sechelt, unless otherwise notified.