



## **WORKING GROUP CHAIR - POSITION DESCRIPTION**

### **CITY OF GREATER BENDIGO**

The City of Greater Bendigo's vision is *"Greater Bendigo celebrates our diverse community. We are welcoming, sustainable and prosperous. Walking hand-in-hand with the traditional custodians of this land. Building on our rich heritage for a bright and happy future"*.

The City aspires to deliver this vision by being a values-driven organisation that is guided by six values: *We Lead, We Learn, We Contribute, We Care, We Respond, and We Respect*. These values underpin the way Councillors, staff, volunteers and Youth Councillors conduct themselves.

### **YOUTH COUNCIL: PURPOSE**

The City of Greater Bendigo Youth Council is an advisory and advocacy committee whose role is to represent the voice of young people who live, work and study in the City of Greater Bendigo (the City). The City of Greater Bendigo Youth Council is an important mechanism for consultation with young people and for providing advice to the City of Greater Bendigo Council and City staff on implementation and review of the City's *Explore, Engage, Empower - Young People in Greater Bendigo* (Youth Strategy) and broader policy and strategy development.

### **YOUTH COUNCIL: GOALS AND OBJECTIVES**

The goals of the Youth Council are to:

- Provide opportunities for young people to have their say and influence Council policies, plans and strategies.
- Promote young people as valuable citizens who make a positive contribution to the community.
- Provide opportunities for young people to develop leadership skills.
- Provide the opportunity for Councillors to meet, hear and learn from young people.
- Provide opportunities for young people to consult with the wider community.

The objectives of the Youth Council are to:

- Represent and promote the voice of young people in the City;
- Provide a platform for young people to advocate on priorities that are important to their lives;

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- Advise the City of Greater Bendigo Council on current and emerging issues affecting young people;
- Provide opportunities for young people to influence youth-focused programs and projects delivered by the City;
- Provide a mechanism for young people to oversee the implementation of the Youth Strategy;
- Identify services gaps and opportunities for improved cooperation, coordination, and advice and feedback to young people and partnerships that will improve outcomes for young people;
- Provide opportunities for young people to have a say in the management of the YO Bendigo youth facility;
- Build a sense of civic pride about young people in the community;
- Provide opportunities for young people to be engaged in civic activities and events;
- Include young people from diverse backgrounds in decision-making processes;
- Strengthen professional development opportunities for young people; and
- Develop young people's confidence and leadership skills.

## **POSITION OBJECTIVES**

The objectives of the position of Working Group Chair are to:

- Ensure all Working Group meetings are conducted in an inclusive, effective and professional manner;
- Ensure that all recommendations made by the Working Group are developed collectively by facilitating an inclusive environment that encourages and allows all Working Group members to be active participants in deliberations and the development of recommendations;
- Ensure that the opinions of all Working Group members are heard and considered equally;
- Ensure that Working Groups adheres to City policies and processes and to the Youth Council Terms of Reference;
- Ensure the City's six values of *We Lead, We Learn, We Contribute, We Care, We Respond, and We Respect* are imbedded in the culture of Youth Council Working Groups;
- Ensure that the overall direction of the Working Group is in accordance with the City of Greater Bendigo's Community/Council Plan and the Youth Strategy;
- Ensure that there is a professional relationship between Working Group members and other Youth Councillors;

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- Ensure that the Working Group identifies priorities relating to its Terms of Reference and purpose; and
- Ensure that the Working Group provides accurate advice and recommendations relating to its purpose to the Youth Council.

## **KEY RESPONSIBILITIES AND DUTIES**

The key responsibilities and duties of a Working Group Chair are to:

- Chair all Working Group meetings in an orderly and respectful manner;
- Facilitate the development of ideas within the Working Group by encouraging all members to contribute;
- Work with Working Group members to develop meeting agendas;
- Perform the role of the lead spokesperson for the Working Group;
- Provide a Working Group Chair report to Youth Council at each Youth Council Meeting;
- Attend meetings with other Working Group Chairs and/or Youth Mayor and Deputy Youth Mayors when required;
- Lead and work with other Working Group members to collectively identify, develop and recommend items for consideration to the Youth Council;
- Assist with written submissions and feedback to City of Greater Bendigo Council on policies, plans and strategies when required;
- Support all Working Group members with their responsibilities and duties;
- Assist Engaged Communities staff with content for the Youth Council Quarterly Briefing reports to Council;
- Act as a role-model to Working Group members; and
- Undertake other Working Group Chair responsibilities and duties as required.

## **ADDITIONAL INFORMATION**

The position of Working Group Chair is a voluntary position. All Youth Councillors are registered as a City of Greater Bendigo volunteer in the City's Better Impact Volunteer Management system.

Each Working Group Chair will be supported with their responsibilities and duties by the Youth Mayor, Deputy Youth Mayors and Engaged Communities officers.