

MEMBERSHIP GUIDELINES

• Meeting and Attendance

- The OCCF Youth Council will meet once a month. Meetings will last approximately one hour. A calendar including meetings dates and events will be provided to all members.
- In the event that a Youth Council member cannot attend a meeting, advance notification to the OCCF office is required.
- Eighty percent attendance of all meetings and events are required
- Band, and other school sanctioned events, may be excused given prior notification.
- Each member is responsible for requesting and collecting all material when absent from a meeting.

• Committees

- Committee meetings are held in addition to the regular monthly meetings.
- Committee members are required to attend committee meetings and monthly meetings.
- Committee meeting times and locations will be at the discretion of each individual group.
- Every OCCF Youth Council member will complete individual tasks to ensure the success of the committee project and report progress to the chairperson/ leadership to be included in the monthly report.

• Membership Evaluation

- All members interested in serving another year will be required to meet with mentors and leadership before the school year starts.
- Attendance of events, meetings, self evaluation forms, and an interview session will be used to determine if members will be eligible to continue as a member of the program.

• Dismissal

- Members who do not meet the attendance guidelines of events, fundraisers, monthly and committee meetings will be at risk for dismissal.
- Youth Council members are expected to conduct themselves in an appropriate manner; inappropriate behavior that would reflect negatively is not acceptable and will be immediate cause for dismissal from the program.
- Members will dress appropriately for all Youth Council functions; inappropriate attire worn during a Youth Council function will not be tolerated.
- OCCF staff, leadership, or an adult mentor will contact at risk members by phone or letter.

MEMBERSHIP GUIDELINES CONTINUED

- Leadership

- The leadership committee consists of YC members representing the three school districts.
- Positions include: President, Vice President, Secretary and Publicity.
- Agenda, minutes, and facilitation of monthly meetings are the responsibility of the leadership.
- Leadership will track attendance of meetings and events.
- Leadership committee will notify members regarding any changes of monthly meetings, committee meetings, community events, training, and fundraisers.
- It is the responsibility of the leadership committee to keep minutes/reports of all Youth Council functions. The reports will include an update of tasks, responsibilities, and timelines of all fundraisers, and community projects.
- The leadership committee will be responsible for keeping a binder that includes updates minutes, and committee reports.
- To hold a leadership office the member must have been in Youth Council a minimum of two years.