**A logo with a green circle and a red and blue circle

Description automatically generated with medium confidenceWitney Youth Council**

**Conduct of Members**

1. **During your term of office, it is your responsibility to:**

* Identify, discuss and debate issues of concern to young people. You could do this by getting involved in questionnaires, hold surgeries in schools, reply to letters and emails, take part in meetings and respond to plans and consultation.
* Act on those issues and identify how to make a change at a local level or resist unwanted change. You must also follow up decisions or actions. You could do this by lobbying, meeting decision makers, organising consultations and campaigning.
* Develop and increase the representation of young people to their benefit. You could do this by supporting your student and youth councils, working with Witney Town Council’s Communications Team to promote a positive image of young people in the media and take opportunities to promote the need to involve young people at meetings and events you attend.
  1. Your choices and decisions should always be informed by what young people in Witney want and not your personal choice, in addition to your own research.
  2. At all times you should act and communicate in a way that does not damage the reputation of Witney Youth Council. Communication includes letters and emails and also when using social media like Facebook, Twitter or Instagram and it is clear you can be identified as a Member of Witney Youth Council.
  3. You should not represent any party-political views; you should respect and listen to the views of others, challenge discrimination and promote equal opportunities.
  4. We understand that in people’s private lives they may wish to belong and support a political party. However, care must be taken to make a clear distinction between your role as a Member of Witney Youth Council and any other party-political activity. Use a separate dedicated social media profile (such as Facebook, You Tube and Twitter) for your role within Witney Youth Council in order to avoid accusations of party-political allegiance or make no such statements on your personal profile.

1. **Expectations of Youth Council Members** 
   1. You must maintain regular contact with Witney Town Council, you should check emails at least twice a week, answering and responding to emails, calls, letters and meeting requests, even if you are unable to attend we need to have a response.
   2. At meetings you will be asked to report on what you have been involved in since the last meeting as a Witney Youth Council member.
   3. You must notify the Town Council in advance if you are unable to attend a meeting. This should be 48 hours in advance unless it is an emergency.
   4. It is your responsibility to report any difficulties with emails or communication to the Town Council so we can find a solution. You must report to the Town Council any changes to your contact details (address, phone, email) or problems with receiving messages within 10 days.
   5. It is your responsibility to respond to communication from the Town Council; letters within 10 days, and emails within 4 days.
   6. All members of Witney Youth Council are required to sign that they have read the Terms of Reference and understand the acceptable conduct of members at the first Witney Youth Council meeting of the year.
2. **What to expect from Witney Town Council** 
   1. Regular notice and information about meetings and events.

* 1. Support with your development in the role as a Witney Youth Council member and your own personal development.
  2. Relevant training opportunities.
  3. We will endeavour to keep any disruption to your school/college to a minimum, education comes first.
  4. Witney Town Council staff will support the Youth Council, working with members to ensure the production of agendas and Minutes and dealing with administration arising from any Youth Council matters is carried out efficiently.
  5. Witney Town Council has Witney Youth Council mentors. At least one of these councillors will attend Witney Youth Council meetings as required to offer Youth Councillors advice and support.
  6. Your opinions and ideas will be listened to, and the Town Council will work with young people to ensure that the Youth Council is worthwhile and effective.