

Terms of Reference

Young Makers Market Committee



February 2020

1. Purpose of Committee:

- Provide an opportunity for young people to develop, plan and deliver youth market events aimed at 10-25 year olds in Mount Alexander Shire
- Provide learning and training opportunities in relevant areas and support young people's professional/ personal development
- Provide a cost effective, safe and supportive environment for young people to create and sell their homemade craft, art, horticulture etc.

2. Committee Responsibilities:

- Develop, plan and deliver up to 4 market events per year including management of production, venue, marketing, promotion and publicising of event
- Contacting and negotiating with external contractors, business' and performers
- Venue management, budgeting and administration of events
- Securing community partnerships and negotiating partnered events

3. Membership:

- The committee will consist of up to 6 young people from Mount Alexander Shire aged 12 – 25 years
- Membership is by self-nomination. Nominees will be required to submit an application form
- Members must live, work or study within the municipality of Mount Alexander Shire
- Members must be available to attend Young Makers Market events, meetings and training unless discussed prior
- When the committee consists of 6 or more members, new applications will be brought to the committee meetings for discussion and approval
- Membership applications will be open all year, unless committee exceeds 6 members.
- Members may volunteer for specific roles such as marketing, production, event management etc. These roles can change and expand according to the interests of members
- Members may withdraw from the Young Makers Market Committee at any time and must notify the Youth Activities Officer prior to their withdrawal
- Members serve a term of one year with the possibility of extending membership. Members must re-apply after two years if they wish to serve another term
- Council's Youth Activities Officer (YAO) will participate in the Young Makers Market as a representative of council. The YAO will coordinate and support the delivery of the Young Makers Market

4. Meetings:

- Meetings will be held in the lead up to each market event and after each event, for each of the four markets held each year. Meeting dates and times will be communicated a minimum of two weeks prior to the meeting date
- Members need to arrive to meetings on time unless other arrangements have been made
- The role of minute taker at meetings will be rotated as agreed
- The role of chairperson at meetings will be rotated as agreed
- Catering will be provided at each meeting, supplied by Mount Alexander Shire Council

5. Transport:

If a Young Makers Market Committee member requires assistance with transport to and from meetings, events or training, Council may support their attendance with reimbursement for cab fares, bus fares, fuel or other transport as required.

6. Code of Conduct:

Being part of the Young Makers Market committee is a great opportunity to promote the positive image of young people in our Shire. Committee members are expected to:

- Uphold the principles of respect, honesty, integrity and inclusion;
- Encourage participation by all members;
- Engage in healthy debate and share ideas and knowledge;
- Work actively to resolve any differences and disputes; and,
- Respect and value the diversity of all members.

Any complaint, unresolved problem or serious dispute between members is to be brought to Youth Activities Officer for resolution. If appropriate, and with the agreement of all parties, the matter may be resolved via mediation.

Council reserves the right to withdraw the membership of any Committee member if the member has acted inappropriately and outside the interests of Mount Alexander Shire Council.

7. Changes to the Terms of Reference

- Changes to the Terms of Reference can be made on the agreement of the majority of members.
- The Terms of Reference will be reviewed annually by the committee