

# Terms of Reference

## Eight Metre Speaker Committee



February 2019

### 1. Mission Statement:

- Provide the opportunity for young people to develop and deliver music and cultural events aimed at 12-25 yrs. in a safe and supportive environment
- Provide training opportunities in areas of interest and support young people's professional/ personal development

### 2. Aim:

Contribute to the local community while supporting young people to gain valuable hands on experience in the music industries and develop skills in event planning and management.

### 3. Committee Responsibilities:

- Research the musical and cultural needs of young people in Mount Alexander Shire, deciding on event, theme, marketing, promotion and publicising of event
- Develop, plan and deliver events including management of production
- Contacting and negotiating performance contracts with musicians and negotiating agreements with outside contractors
- Venue management, budgeting and administration of events
- Securing extra support/ local sponsorship when needed

### 4. Membership:

- The committee will consist of up to 12 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 all Freeza events and training unless discussed prior
- When the committee consists of 12 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 12 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 Freeza Committee at any time and must notify the Youth Activities Officer prior to their withdrawal

## **5. Meetings:**

- Meetings will be held at least once a week. Additional meetings will be held as required and as agreed by members
- Members need to arrive to meetings on time unless other arrangements have been made.
- The Freeza committee can nominate a member for the role secretary to handle correspondence between members and minutes of meeting
- Snacks will be available at each meeting supplied by Mount Alexander Shire Council
- If a member is nominated chairperson at meetings the role will be rotated as agreed by committee
- Members are expected to attend all meetings, if unavailable to attend notice must be given prior to meeting. If a member does not attend 3 consecutive meetings without giving notice, a verbal warning may be issued

## **6. Training of members:**

Members of the Freeza committee will be provided with training in areas that they identify which may include event management, sound and light production, media and promotion, art and design, community engagement, leadership, networking, public speaking etc.

## **7. Code of Conduct:**

Being part of the Freeza committee is a great opportunity to promote the positive image of young people in our Shire. Freeza 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 Freeza member if the member has acted inappropriately and outside the interests of Mount Alexander Shire Council.

## **8. 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