**(Insert Club, County, Region) Youth Forum - Chair**

**Voluntary Position**

**Position Overview:**

The (Insert club/county/region name) Youth Forum Chair will lead the Volunteer Youth Forum with support from the Youth Forum Co-ordinator (Insert name), Vice Chair and Secretary.

Include the following:

* Number of meetings per year
* Estimated meeting dates (minimum of 1st meeting date outlined)

Details of expenses if applicable

Additional responsibilities outside of meeting times

**The Youth Forum Chair will:**

* Be a spokesperson for the Forum
* Co-ordinate and lead Youth Forum meetings with support from the Youth Forum Co-ordinator, Vice Chair and Secretary
* Co-ordinate the actions of the Youth Forum Members
* Make decisions on behalf of the Youth Forum when the need arises
* Assist with programmes and projects to voice a young person’s perspective
* Determine the content and agenda for Youth Forum meetings with support from Youth Forum Co-ordinator
* Any additional responsibilities of the Youth Forum Chair determined by the Youth Forum Co-ordinator

**Youth Forum Applicants must meet the following selection criteria:**

(Insert selection criteria – for suggestions of what to include, please refer to the Youth Forum Development Pack)

**(Insert Club, County, Region) Youth Forum - Member**

**Voluntary Position**

**Position Overview:**

(Insert club/county/region name) Youth Forum members will represent the voice of young people within the club/county/region (Delete as appropriate). They will be ambassadors for the sport, and work to develop a network of young people within the organisation.

Include the following:

* Number of meetings per year
* Estimated meeting dates (minimum of 1st meeting date outlined)

Details of expenses if applicable

Additional responsibilities outside of meeting times

**The Youth Forum Member will:**

* Support the Development of the Youth Forum Network
* Use the (Insert name) Forum as an opportunity to raise issues from club/county or region
* Support the club/county/region with programmes and projects when requested to voice a young person’s perspective
* Any additional responsibilities of Youth Forum members

**Youth Forum Applicants must meet the following selection criteria:**

(Insert selection criteria – for suggestions of what to include, please refer to the Youth Forum Development Pack)

**(Insert Club, County, Region) Youth Forum - Secretary**

**Voluntary Position**

**Position Overview:**

The (Insert club/county/region name) Youth Forum Secretary will assist the Youth Forum Chair, Vice Chair and Youth Forum Co-ordinator to lead the (Name of club/county/region) Youth Forum. They will be a central point of administration, information and communication.

Include the following:

* Number of meetings per year
* Estimated meeting dates (minimum of 1st meeting date outlined)

Details of expenses if applicable

Additional responsibilities outside of meeting times

**The Youth Forum Secretary will:**

* Assist the Chair and Vice Chair to co-ordinate and lead Youth Forum meetings
* Assist the Chair and Vice Chair to co-ordinate the actions of the Youth Forum Members
* Support in reference to programmes and projects when requested to voice a young person’s perspective
* Determine the content and agenda for Youth Forum meetings in conjunction with the Youth Forum Co-ordinator
* Distribute meeting agendas and take the minutes from Youth Forum meetings
* Document the actions of the National Youth Forum and be the key group contact
* Any additional responsibilities of the Youth Forum Secretary as determined by the Youth Forum Co-ordinator

**Youth Forum Applicants must meet the following selection criteria:**

(Insert selection criteria – for suggestions of what to include, please refer to the Youth Forum Development Pack)

**(Insert Club, County, Region) Youth Forum – Vice Chair**

**Voluntary Position**

**Position Overview:**

The (Insert club/county/region name) Youth Forum Vice Chair will support the Youth Forum Chair to lead the (name of club/county/region) Youth Forum with support from the Youth Forum Co-ordinator and the Youth Forum Secretary.

Include the following:

* Number of meetings per year
* Estimated meeting dates (minimum of 1st meeting date outlined)

Details of expenses if applicable

Additional responsibilities outside of meeting times

**The Youth Forum Vice Chair will:**

* Assist the Chair and Youth Forum Co-ordinator to co-ordinate and lead YF meetings
* Assist the Chair to co-ordinate the activities of the Youth Forum members
* Support with programmes and projects when requested to voice a young person’s perspective
* Support the YF Chair to determine the content and agenda for Youth Forum meetings in conjunction with Youth Forum Co-ordinator
* Any additional responsibilities of the Youth Forum Vice Chair determined by the Youth Forum Co-ordinator

**Youth Forum Applicants must meet the following selection criteria:**

(Insert selection criteria – for suggestions of what to include, please refer to the Youth Forum Development Pack)