**Terms of Reference for the Lincolnshire FA Youth Council**

**1. Name and structure of the Youth Council**

1.1 The group shall be called the Lincolnshire FA Youth Council.

1.2 The Lincolnshire FA Youth Council is made up of volunteers from Lincolnshire and the immediate surrounding area, aged 16-24, who are passionate about youth engagement in football.

**2. Aims and objectives**

2.1 The focus of the Lincolnshire Youth Council will be to:

* Represent and provide a voice for children and young people in Lincolnshire
* Provide Youth Council members with the opportunity to apply and develop key leadership skills, gain hands on experience within the County FA, and engage with young people in football in Lincolnshire
* Support Lincolnshire FA in the development of a Youth Engagement Strategy
* Support Lincolnshire FA in the development and delivery of specific campaigns and projects focused on young people.
* Drive discussions around youth engagement within football in Lincolnshire

2.2 The Youth Council will share best practice and learnings with Lincolnshire FA in relation to inclusion of young people.

**3. Membership to the Lincolnshire FA Youth Council**

3.1 Membership to the Youth Council is on a voluntary basis.

3.2 In joining the Youth Council, members will have read and agree to the Terms of Reference, Lincolnshire FA Youth Council Code of Conduct, and the Lincolnshire FA Safeguarding Policy.

3.3 Should members wish to join the Youth Council, they must do so by completing and submitting an Application form, which will be located on the Lincolnshire FA website.

3.4 Each submitted Application will be reviewed by the Youth Council Chair and Lincolnshire FA Football Development Officer (Inclusion) prior to any recommendation being made for an individual to be appointed to the Youth Council.

3.5 If a member is unable to attend a Youth Council meeting, they should notify Lincolnshire FA and the Chair at the earliest possible time detailing the reasons for their absence. If they were required to complete actions for the meeting in question, an update shall be provided in writing to be sent through to the Chair of the Youth Council to enable them to give an update at the meeting in question.

3.6 Members of the Youth Council will be asked to complete relevant training from time to time as specified by Lincolnshire FA and the collective Youth Council. This training must be completed in the designated time and format as specified by Lincolnshire FA and the collective Youth Council.

3.7 Members of the Youth Council will be required to attend, either virtually or in person, a minimum of 75% of meetings held annually. Failure to do so may result in the member being removed from the Youth Council.

3.8 The Inclusion Lead for the Youth Council will be required to sit on the Lincolnshire FA Inclusion Advisory Group to represent the views of young people.

3.9 Membership to the Youth Council runs for a two-year period, after which members will have to reapply if they wish to maintain membership to the Youth Council.

3.9.1 Membership to the Youth Council is subject to sufficient engagement. Members that do not demonstrate a suitable level of engagement or commitment may be asked to step down from the Youth Council.

**4. Meetings**

4.1 The Lincolnshire FA Youth Council will meet a minimum of 5 times per year.

4.2 The Youth Council will be informed of any meeting at least 14 days in advance.

4.3 At least 14 days prior to any proposed meeting communication will be sent to request comments on what should be included on the agenda.

4.4 An agenda will be circulated to all members no later than 7 days prior to the meeting stating the time, date and venue of the meeting and items to be discussed.

4.5 The quorum for meetings will be at least 50% of Youth Council members, which must include either the Chair or the Vice Chair.

4.6 Decisions of the Youth Council shall be made by a simple majority and, in the event of the equality of votes, the Chair shall have the casting vote.

4.7 The Lincolnshire FA Football Development Officer (Inclusion) will be responsible for taking minutes and will distribute these to the Youth Council within a week of the meeting. These will be circulated to all members for them to read and comment on any necessary changes. The minutes will then be adopted at the start of the next meeting.

**5. Management of the Youth Council**

5.1 Lincolnshire FA will be responsible for coordinating meeting agenda, organising meeting logistics and distributing meeting minutes. The Chair of the Youth Council will be responsible for the general running of the meetings, including supporting Lincolnshire FA with the organisation of meetings.

5.2 The Chair and Vice Chair will be voted in annually with a maximum term of 3 x 1-year terms.

**6. Resignation**

6.1 Any member may resign from the Youth Council at any point by written submission to the Chair of the Youth Council and Lincolnshire FA.

**7. Amendments and alterations**

7.1 Proposed amendments to the Terms of Reference must be sent to the Lincolnshire FA Football Development Officer (Inclusion) at least one calendar month before the next scheduled meeting.

7.2 Any amendments to the Terms of Reference must be carried by a majority vote of those present at the meeting the changes are proposed at.

7.3 The Terms of Reference will be reviewed annually.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last updated 21/02/22