

Hanover Youth Service Council

Guidelines

2022-2023

I. Name

The name of the group shall be “The Hanover Youth Service Council”

II. Purpose

The purpose of the Hanover Youth Service Council is to promote community service, volunteerism and social responsibility among the youth of Hanover County.

III. Mission

The Hanover Youth Service Council, a group of young leaders, promotes and recognizes youth service and volunteerism as vital resources and engages youth in partnerships to improve communities throughout the county.

IV. Sponsoring Organization

The Hanover Youth Service Council is supported and coordinated by the Hanover Department of Community Resources. This department provides staff to the council, cultivating a youth and adult partnership in planning and implementing service-learning projects to improve the lives of Hanover residents.

V. Membership

A. Criteria for membership

1. Youth who are rising 8th through 11th graders are eligible to apply as new members of the council. New council applicants should be aware that members are encouraged to serve for multiple years and grow their leadership experience. Members in good standing are eligible to continue service through 12th grade, assuming the member has met council guidelines and re-applies annually.
2. Members shall live in and/or attend a Hanover County school and shall be a geographically diverse representation of the county.
3. The Council shall have a minimum of 10, but no more than 35 members, who can serve renewable terms, assuming that they fulfill the obligations of the council.
4. No otherwise qualified individual shall be excluded from membership in this group on the basis of race, gender, religious beliefs, physical ability, sexual orientation, or national origin.

B. Membership Requirements *(Please initial once you have read these requirements.)* _____

1. All Council members are expected to attend and participate in at least 2 of the 3 monthly Council meetings per quarter. (1st Quarter: July- Sept) (2nd Quarter: Oct- Dec) (3rd Quarter: Jan- March) (4th Quarter: April-June). Each youth member should plan to participate in at least 2 service projects a quarter.
2. Members are to complete a minimum of 50 hours of service each year. While members are highly encouraged to serve all of their 50 required hours during council activities, up to 25 hours of service work can be completed with other organizations that serve Hanover County citizens. Documentation of all service hours will need to be provided each month to HYSC’s advisor using an online self-reporting system.
3. Activity and previous attendance patterns of the HYSC member will be reviewed with

- the member in June before the member may re- apply for a continuance on the council.
4. Members must conduct themselves in a professional and respectful manner, as they are representing the council and the youth of Hanover County.
 5. If any of the above responsibilities are not met, a discussion will be scheduled with the HYSC member, advisor, and the Department of Community Resources Director.

C. Membership Selection Guidelines

1. Applications will be scored using a standardized rubric.
2. Written applications with the highest scores will be selected to move to the panel interview phase.
3. Interviews will be scheduled with panel members and applicant.
4. Interviewees with the highest scores will be offered membership to the Council.
5. A minimum of 20% (7 seats) but not more than 50% (17 seats) of the Council will be comprised of middle school students by HYSC year 2022-2023, as possible, based upon application candidates.
6. To allow for a group diversity, two (2) member slots will be reserved for each middle and high school in Hanover County, based upon application pool. We will encourage community representatives to apply from private and home school programs as well.

VI. Meetings of the Council

The leadership team of HYSC, outlined below, will meet 15 minutes before each scheduled monthly council meeting to review the agenda and coordinate each of their roles.

- A. Council will meet a minimum of once a month. Regular council meetings will last approximately an hour and a half.
- B. At the beginning of each council year, the location, time, and date of all regular meetings shall be discussed.
- C. Coordinating committees may meet in addition to regular council meetings.

VII. Voting Process

- A. Only members of the Hanover Youth Service Council are able to vote.
- B. With all votes we will use a secret ballot, majority rules.

VIII. Coordinating Committee

A. Co-Chairs

1. Members must serve on the council for at least one year prior to serving as a Co-Chair.
2. The Co-Chairs shall preside over Council meetings. Co-Chairs act as representatives of the council, review agendas for council meetings and lead each meeting. They may also create and dissolve committees in conjunction with staff.

B. Secretary

1. The Secretary shall be responsible for taking complete and accurate minutes at all meetings and upload the information to the HYSC Google Drive folder for all council members to have as a resource.

C. Historian

1. The Historian shall be responsible for a historic record of the council and its projects through photos and documenting council activities.
2. The Historian will collect reflections from project attendees for future reference.

D. Subcommittee Chairs

1. All appointed committee chairs will serve on the Coordinating committee as long as the committee is functioning.

- A. Communication – Keeps members and parents informed. Sends HYSC meeting and service project reminders using email, text and social media platforms.
- B. Events – Coordinate teambuilding events, graduation celebrations and GYSD pre and post events. Promotion of community outreach and HYSC activities.
- C. Welcome and Membership- Greet new members with induction, follow up with absent members on regular bases. Reminds members to submit service hours.
- D. Recognition – Plans volunteer recognition, participates in the Hanover Spirit of Volunteerism judging, sends thank you notes to HYSC guests, and creates opportunities to appreciate members.

E. Elections

1. All members of the Coordinating committee shall be elected at the September meeting of the Council.
2. All members of the Coordinating committee shall be elected by secret ballot, majority vote.

Revised September 1, 2022

Member Agreement

I have read and understand the Hanover Youth Service Council Guidelines, and I know what is expected of me as a HYSC member. I will do my best to meet the expectations of my advisor and fellow HYSC members, while creating positive impacts on my community. I agree that every person adds value to a team and will demonstrate my capability to contribute as a member of this Council. I _____ (print full name) will be responsible and communicate with the HYSC leadership team when priorities conflict with my membership requirements.

Sign: _____

Date: _____