



TEEN LEADERSHIP COUNCIL CHARTER

Purpose:

To provide opportunities for teens to come together for leadership development and community outreach.

Objectives:

1. To participate in the process of creating and executing LARCS events to engage the Teens of Ladera Ranch
2. To explore and develop opportunities for collaboration with other Ladera Ranch community organizations
3. To provide leadership opportunities for TLC members and leadership training and development opportunities for the teen population of Ladera Ranch.
4. To provide community outreach opportunities for teens of Ladera Ranch.

Council Leadership Team:

The Council Leadership team will consist of a President, Vice President, Secretary, Communications Chair, Community Outreach Chair, Social Chair, and Events Chair, who shall be elected by their peers annually. The LARCS Board will formally appoint the TLC Leadership Team in June.

President

Facilitates the TLC meetings and is responsible for other duties, including working collaboratively with the LARCS staff to draft the meeting agendas and presenting overview reports of proposed teen projects/activities to the LARCS Board of Directors at their regularly scheduled board meetings.

Vice President

Assumes President's responsibilities if the President is unavailable or incapable of serving. They may be asked to facilitate the TLC meetings and is responsible for other duties, including working collaboratively with the LARCS staff to draft the meeting agendas and presenting overview reports of proposed teen projects/activities to the LARCS Board of Directors at their regularly scheduled board meetings.

Secretary

Takes TLC and Leadership Team Meeting Notes. Responsible for typing up the notes and sending a draft to LARCS staff.

Communications Chair

Collaborates with staff to update all information and content about the LARCS TLC (information to include LARCS TLC events/activities, community outreach projects, leadership opportunities, and recruitment) onto LaderaLife.com, writing the TLC update article for quarterly issues of *Roots & Wings*, promotion collateral for all TLC activities, workshops, and projects, photograph events and activities, keeping historical records and providing content to ensure current info on the TLC LaderaLife page and Instagram account. Works in collaboration with Photographer, LaderaLife/Roots and Wings Correspondents and Instagram Coordinator

Community Outreach Chair

Collaborate with LARCS staff to research and contact local non-profits to build relationships and create community outreach opportunities to benefit the teens of the community and the non-profits themselves. Community outreach activities include but are not limited to food and toy drives, volunteer opportunities, clothing drives, leadership opportunities (classes/courses) for the teens of the community, speakers for TLC meetings, and fundraisers.

Works in collaboration with Workshop Coordinator, Projects Coordinators, and Speakers Coordinator

Social Chair

Collaborates with staff to plan and implement biannual social activities and team development games and activities for the Teen Leadership Council. They will keep track of members' birthdays and hold monthly birthday commemorations. Works in collaboration with Holiday Party and End of the Year Party Coordinators and Team Development Games and Activities Leads

Events Chair

Works with LARCS staff to plan and implement events and activities at LARCS-sponsored events. They will recruit TLC members to volunteer at the events. Works in collaboration with TLC Booth Lead, Teen Events Coordinators, and Teen Zone Coordinators

Additional leadership opportunities for other members may include but not be limited to:

Appointed Positions

Reports to the Communications Chair

- Photographer
- LaderaLife/Roots and Wings Correspondent (2 Members)
- Instagram Coordinator

Reports to the Community Outreach Activities Chair

- Projects Coordinator (2 Members)
- Speaker Coordinator (2 Members)
- Workshop Coordinator

Reports to the Social Chair:

- Holiday Social and End of the Year Party Coordinator (2 Members)
- Team Development Games and Activities Lead (2 Members)

Reports to the Events Chair

- TLC Booth Lead
- Teen Events Coordinator (2 Members)
- Teen Zone Coordinator (2 Members)

LARCS Board Liaison:

The role of the LARCS Board Liaison is to serve as a communication link between the LARCS Board and the TLC. All LARCS elected board members may alternate to play a liaison role in support of the Teen Leadership Council.

Council Structure/Member Requirements:

1. The Council will be made up of a maximum of 25 members from grades 8 through 12 (a balance between these age groups will be considered)
2. Members must be Ladera Ranch residents
3. Members must complete a minimum of five (5) hours of volunteering in support of LARCS, TLC, or another local organization before applying
4. Members should maintain a minimum of a 3.0 GPA
5. Members must volunteer at least ten (10) hours annually to support LARCS events, programs, and activities, including community outreach projects.
6. Members must attend 7 of the Council's ten annually scheduled meetings and socials

Term of Members:

Teens are selected to serve a one-year term and may serve consecutive terms.

New Member Recruitment:

New member applications will be posted on LaderaLife on the first Monday of May of each year, and the promotion for new members will run through the first Friday of August. All new membership applications will be due by the last Friday of August and will be presented and reviewed by the current TLC members at their September meeting. All new member applications, including the TLC recommendations for new members, will be forwarded to the LARCS Board of Directors for review before member appointment in October. The LARCS Board of Directors President will send written confirmation to new members informing them of their appointment to the LARCS TLC and sending written notice to all candidates who have yet to be admitted to TLC. The first official meeting for new members will be in October of each year.

The Process to Elect TLC Leadership Team:

1. An open ballot process will be used annually to determine the TLC officers on the Leadership Team.
2. Those interested in becoming an officer of the TLC Leadership Team can submit their name up to one week before the scheduled May meeting and Social to the LARCS staff to be placed on the ballot.
3. Applicants must have served on the TLC for at least one year to be considered for all TLC Leadership Team positions.
4. Members will vote by secret ballot at the May TLC meeting and Social. All ballots will be tallied by LARCS staff and announced at the May TLC meeting.
5. Each officer will serve a one-year term with a one-year term limit.
6. The LARCS Board of Directors will officially appoint all officers of the TLC Leadership Team at their June meeting.
7. If an officer, for any reason, can no longer finish out their term, a re-election will be held to fill the open position.
8. If no applications are submitted for any officer position(s), the current officer of said position(s) will be asked to serve an additional term. No nominations from the floor will be accepted.

Reporting Structure:

The Council reports directly to the LARCS Board, working collaboratively with the LARCS staff and other LARCS committees.

Budget Allocation:

LARCS fiscal year begins June 1 and ends May 31. Budget requests from the Council shall be submitted annually to the Board through the LARCS staff by March 31 for the following fiscal year. The Board is fiscally responsible for all LARCS funds.

Additional Parameters:

1. Parents of TLC teen members must be a resident in good standing as a member of LARMAC and not currently involved in a lawsuit with LARMAC or LARCS.
2. The annual schedule of events is presented to the LARCS Board for approval in September for the following calendar year.
3. All promotional communication/collateral materials for LARCS board-approved teen activities, programs, and events must be approved by the LARCS staff and Executive Director **before any distribution.**

Code of Conduct:

While the Council is encouraged to create its code of conduct specific to its group, Council members are considered volunteers of LARCS. As such, their rights and responsibilities shall reflect the LARCS volunteer policy.

1. Respect the confidentiality of the Council meeting discussions
2. Listen respectfully to other's points of view
3. Speak for the Council only when authorized to do so
4. Immediately disclose to the Council and/or Board any perceived or real conflict of interest immediately upon knowledge of a potential conflict
5. Exhibit respect, professionalism, and courteous behavior to other TLC members, the LARCS Board, the LARCS staff, and the Ladera Ranch residents

Meeting Information:

The Teen Leadership Council shall conduct at least four (4) meetings annually but may schedule monthly meetings if desired. The Council members will establish an annual meeting schedule based on most member availability by November of each year for the following calendar year. The Council shall be dark during December, as are all other LARCS committees and the Board.