



New York National Guard Teen Council Charter



1. **PURPOSE:** The New York National Guard Teen Council will advise and assist the New York National Guard Youth Coordinator(s) and Family Program Staff in matters relating to family readiness to include youth. The council's link to teen members will be through the NYS Child & Youth Program Coordinator(s).
2. **MISSION STATEMENT:** We are the New York National Guard Teen Council, brought together to speak on behalf of the youth and the entire National Guard Youth Program. We are peer educators who are here to help incorporate youth into all National Guard activities.
3. **ORGANIZATION:**

- a. The council will be comprised of members of equal status regardless of military or non-military affiliation. The council is a non-governing board and will conduct business by discussion and consensus. The positions will consist of:

President, Vice President, State Secretary, State Treasurer, Wing Representative, General Council Members. *If the Guard Teen Panel from Region 2 is from NYS, they will automatically serve at a Co-President of the NYS Teen Council.*

All of the members, with exception to the Member at Large, will serve a two year term that may be extended for an additional two year term. If a member graduates from high school prior to the end of their 2 year term, open spots will be filled from within the Teen Council.

- b. Upon the expiration of a council member's term, vacancies will be filled in the following ways:
 - i. The appropriate nominating authorities are:
 1. Child & Youth Program Coordinator(s)
 2. State Family Program Director
 3. Wing Family Coordinator

Nominating authorities will be informed by September 1st of council vacancies. Once received, nominations will be forwarded to the council selection committee for review. Deadline for nomination submissions is October 1st.

- ii. The council selection committee shall consist of:
 1. Child & Youth Program Coordinator(s)
 2. New York State Family Program Director
 3. Air Wing Representative
 4. Selected Family Program Staff

Nominations will be reviewed and selections made and approved by November 1st. Nominees and commands will be notified in writing of selection/non-selection. Prior to their first

meeting, new members will receive the council's charter, council member listing and any other pertinent information.

- iii. The nominee chosen to replace a council member before their term expires will complete the remainder of the individual's term and may be eligible, at the State Youth Coordinator's discretion, for nomination to an additional term.
- iv. When nominations are not received to fill vacancies, the council will actively recruit individuals who meet the necessary criteria to fill the vacancy.

4. MEMBER GUIDELINES:

a. Guidelines for All Members:

- i. Minimum age of thirteen years old (as of 1 Sept 2013)
- ii. Term will end upon graduation from High School
- iii. Attend half of the Teen Council meetings during two year term
- iv. Zero Tolerance of drugs and/or alcohol
- v. Minimum of 2.5 GPA
 1. 1st Violation: Warning
 2. 2nd Violation: Dismissal from Teen Council

b. Member at Large Guidelines:

- i. Two year term
- ii. Upon end of term, rotation to another council position, for a two year term, or discontinuation of membership is required

c. Teen Council President

- i. Minimum of 15 years old (as of 1 Sept 2013)
- ii. Trained by current Teen Council President and Child and Youth Program Coordinators.
- iii. Selected by Selection Committee.

5. RESPONSIBILITIES:

- a. Teen council members will assist state staff, commanders and lead volunteers in all areas of Family Readiness to include youth, as needed.
 - i. Council members will be required to keep up to date with their emails and email responses to State Child and Youth Program Coordinators, Family Program Staff, Family Readiness Groups, and Key Volunteers.
 - ii. Council members will be required to attend at least 15 hours of volunteer opportunities within New York State. This can be with Child and Youth Program Coordinators, Family Program Staff, Family Readiness Groups, or Key Volunteers.
 - iii. Council members are to have volunteer hours signed off by an adult and submitted to the Child and Youth Program Coordinators within one week of volunteering.
 - iv. Council members will be required to attend 50% of quarterly meetings during their two-year term. If a member is unable to attend, it is their responsibility to contact the State Child and Youth Program Coordinator(s). In the event of non-compliance, the member may be released from the council.

- v. Council members should understand the New York National Guard Teen Council mission statement and be committed to it and be willing to articulate the mission in the units and communities at large.
 - vi. Council members should seek partnerships to create with the Teen Council.
 - vii. Council members should express opinions on issues, respect the opinions of others, work for consensus whenever possible and support the majority decisions.
 - viii. Council members are responsible for supporting and assisting the Child and Youth Program Coordinators with the planning of any state workshops, symposiums, trainings and teen council events.
 - ix. Council members are to complete at least one community service project each year.
- b. Council members will actively participate in the following:
- i. Training
 1. Plan and help conduct Family Readiness youth training for youth and volunteers.
 2. Assist with Yellow Ribbon Events within their area.
 3. Help plan, coordinate and conduct workshops/symposiums/camps.
 4. Assist in the delivery of unit family briefings upon request.
 5. Attend conferences/workshops and training as needed in order to maintain proficiency in the area of Family Readiness Youth Programs.
 - ii. Planning/Public Relations
 1. Assist in the promotion of the Teen Council through your community.
 2. Stay connected with New York National Guard Youth Program Facebook Page (with parent permission and consent).
 3. Assist in developing short (yearly) and long (2 to 3 years) term goals for the Youth Program.
 4. Assist in gathering educational tools and resources for statewide Family Readiness Youth program implementation.
 - iii. Administration
 1. Provide ideas, suggestions, and input regarding expenditures of State Family Readiness Teen Council Program funds.

6. MEETINGS:

- a. Teen Council conference call meetings will be held quarterly with dates being selected by the Teen Council, and Child and Youth Program Coordinators. Special meetings may be called by the State Youth Coordinator(s) as needed.
- b. Teen Council face to face meetings will be held two times a year, and will be mandatory attendance. Meetings will be selected by Child and Youth Program Coordinators two months prior to the date selected, for planning situations.
- c. A quorum must be present in order to hold a meeting. It shall consist of six council members and the facilitator.

7. FUNDING:

- a. The New York Army National Guard Family Programs, youth appropriated funds will finance meals, lodging, and travel for Teen Council members.

8. FUNDRAISING:

- a. The NYS Child and Youth Program Coordinators MAY NOT solicit or participate in any fundraising opportunity for the NYS Teen Council.
- b. Teen Council members may work together and with adult supervisor(s) regarding any money opportunities.
- c. Adult supervisor(s) must be present and included in any fundraising planned by Teen Council.

9. ADULT SUPERVISOR(S):

- a. Adult supervisors (s) do not include the NYS Child and Youth Program Coordinators.
- b. Adult supervisor(s) must be background checked through Family Programs.
- c. The NYS Child and Youth Program Coordinators reserve the right to give the adult supervisor(s) priority selection for direct support with trainings and events.
- d. Adult supervisor(s) can assist Teen Council in any fundraising opportunities.

10. CHARTER AMENDMENTS:

- a. Members of the council will review the charter annually and make changes as needed.

As of: September 2013