



August 22, 2023

## RE: Town of Ridgway Youth Advisory Council for 2023-2024 School Year

Dear Potential Applicant:

The Town of Ridgway is accepting applications from area youth for appointment to the ***Town of Ridgway Youth Advisory Council***. In 2020, after expressing interest in encouraging greater youth participation in the Town's government, the Ridgway Town Council approved Resolution No. 20-09, formally establishing a Youth Advisory Council.

The Town is seeking five high school youth to fill the available positions on the Youth Advisory Council. The Town Council aims to appoint members after candidates complete an application and interview with the Town Council.

The Youth Advisory Council meets once per month and will be responsible for 1) making recommendations for youth programs and activities to town government, 2) making recommendations to enhance the range and quality of opportunities for young people, 3) enlisting community-wide participation in assuming the responsibility for resolving youth concerns, 4) initiating and encouraging youth-driven community service projects, and 5) performing other tasks as the Ridgway Town Council may direct.

Prior to completing an application, applicants are encouraged to thoroughly review the *Town of Ridgway Youth Advisory Council Authority and Procedures*, attached as Exhibit 1.

### **Eligibility**

To be eligible for appointment, candidates must:

1. Reside in the Town of Ridgway or attend Ridgway Secondary School.
2. Be between the ages of 14 and 18 and be in high school entering the 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grade.
3. Be able to commit to participation through the end of the school year.
4. Maintain at least a 2.75 GPA throughout the school year or, if GPA is below 2.75, submit a letter of recommendation from a teacher, counselor or administrator to the Town.

### **Application Deadline**

The application deadline is Monday, October 2, 2023 at 5:00 p.m. Interviews will be held at the October 11, 2023 regular meeting of the Ridgway Town Council.

### **How to Apply and Application Submittal Guidelines**

To apply, you must complete the application below, labeled as Exhibit 2, and submit it to Preston Neill, Town Manager, via email at [pneill@town.ridgway.co.us](mailto:pneill@town.ridgway.co.us). Incomplete or late applications will not be considered.

If you have any questions, please feel welcome to contact Preston at 970-318-0081 or at the email address above.

Sincerely,

Preston Neill  
Ridgway Town Manager

## **EXHIBIT 1**

### **TOWN OF RIDGWAY YOUTH ADVISORY COUNCIL AUTHORITY AND PROCEDURES**

1. **Establishment and Goals.** There is hereby established the Town of Ridgway Youth Advisory Council (Youth Advisory Council). The goals of the Youth Advisory Council program are as follows:
  - a. To provide an opportunity for the youth of this community to acquire a greater knowledge of and appreciation for the American political system through active participation in that system.
  - b. To help the Ridgway Town Council solve the problems and accomplish the goals of this community by working directly with the representatives of the youth.
  - c. To serve the youth of this community by:
    - i. Informing the town government of the needs and wishes of the youth.
    - ii. Planning and implementing social, educational, cultural, athletic and recreational activities for the youth.
    - iii. Working with the Ridgway Town Council, Ridgway School District and other local organizations to provide new opportunities for Ridgway youth.
  
2. **Roles and Responsibilities.** The roles and responsibilities of the Youth Advisory Council are as follows:
  - a. Makes specific recommendations for youth programs and activities to town government.
  - b. Serves as a forum for the expansion of ideas, needs, concerns, and goals relating to community issues particularly as they may affect youth.
  - c. Makes recommendations to enhance the range and quality of opportunities for young people.
  - d. Enlists community-wide participation in assuming the responsibility for resolving youth concerns.
  - e. Initiates and encourages youth-driven community service projects.

- f. Performs other tasks as the Ridgway Town Council may direct.
3. **Membership and Term.** The Youth Advisory Council shall be composed of five high school youth. The Ridgway Town Council shall appoint members after candidates complete an application and interview with the Town Council. Members shall serve one-year terms and may reapply until they graduate from high school. Current members who meet expectations shall be given preference for reappointment year to year.
4. **Qualification of Members.** Youth Advisory Council members shall:
  - a. Reside in the Town of Ridgway or attend Ridgway Secondary School.
  - b. Be between the ages of 14 and 18 and be in high school entering the 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grade.
  - c. Be able to commit to one year of participation.
  - d. Maintain at least a 2.75 GPA throughout the school year or, if GPA is below 2.75, submit a letter of recommendation from a teacher, counselor or administrator to the Town.
5. **Quorum.** Three (3) members of the Youth Advisory Council shall constitute a quorum for the transaction of business, but in the absence of a quorum, a lesser number may adjourn any meeting to a later time or date.
6. **Removal from Office.** Any member of Youth Advisory Council may be removed for just cause at the pleasure of the Ridgway Town Council by a majority vote of the entire Council in office at the time the vote is taken. Just cause shall include misconduct, conduct unbecoming of a Town official, or more than two (2) unexcused absences within a twelve-month period. Prior to removal, the Ridgway Town Council shall conduct a hearing and shall provide written notice to the Youth Advisory Council member stating the grounds for removal at least three (3) days prior to the hearing.
7. **Officers.** The Youth Advisory Council shall select its own Mayor and Mayor Pro-Tem. The Mayor or, in the absence of the Mayor, the Mayor Pro-Tem, shall be the presiding officer of its meetings. In the absence of both the Mayor and the Mayor Pro-Tem from a meeting, the members present shall appoint a member to serve as Acting Mayor at the meeting.
8. **Staff.** The Town Manager, or his or her designee, shall serve as the staff of the Youth Advisory Council and shall provide for the service of a recording secretary who shall act in the capacity of secretary for the Youth Advisory Council.

9. **Meetings.** Youth Advisory Council members shall attend regular meetings held once a month at Ridgway Town Hall. Youth Advisory Council members may be required to attend other meetings during their terms, including Ridgway Town Council meetings or presentations to local groups or organizations.
10. **Appropriation Authority.** The Youth Advisory Council shall not have authority to appropriate or spend Town of Ridgway funds. The Youth Advisory Council may provide recommendations to the Town Manager and/or Ridgway Town Council with regard to any annual budget.
11. **Council Amendments.** The Ridgway Town Council reserves the right to amend, increase, reduce or change any or all of the powers, duties and procedures of the Youth Advisory Council.



**EXHIBIT 2**

**TOWN OF RIDGWAY YOUTH ADVISORY COUNCIL  
APPLICATION**

**APPLICANT INFORMATION**

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

Date of Birth: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

ZIP Code: \_\_\_\_\_

School: \_\_\_\_\_

Grade: \_\_\_\_\_

**EMERGENCY CONTACTS**

Name of parent/guardian: \_\_\_\_\_

Email: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_

Name of parent/guardian: \_\_\_\_\_

Email: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_

<b>I CAN BE RESPONSIBLE FOR THE FOLLOWING (INITIAL BY EACH ONE):</b>	<b>INITIALS</b>
Advise the Town Council on the issue that young people in Ridgway are facing.	
Attend 80% of the Youth Advisory Council meetings.	
Actively participate in the meetings.	
Maintain at least a 2.75 GPA.	
Be respectful of others and their ideas.	
Demonstrate leadership skills for other youth.	
Present Youth Advisory Council information to schools, organizations and committees if requested.	
Objectively evaluate Youth Advisory Council activities for effectiveness, value and interest to other youth.	
Provide ideas for other teen program activities.	
Stay out of trouble at school and with law enforcement.	

### **APPLICANT QUESTIONS**

What issues in your community are you passionate about?

What are your strengths and weaknesses in working on a team and accomplishing projects?

You and another person have different opinions about an issue that is important to you – how do you handle the situation?

Tell us about a time when you had a commitment at school and something else came up – how did you handle the schedule conflict?

What expectations do you have about the Town of Ridgway Youth Advisory Council? Do you have any additional questions about the Council?

### SIGNATURES

**By signing below, I agree to the policies, procedures, and expectations detailed in the *Town of Ridgway Youth Advisory Council Authority and Procedures*.**

Signature of applicant: \_\_\_\_\_

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

Signature of parent/guardian: \_\_\_\_\_

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