**IRFU Youth Council**

**Terms of reference**

Purpose

* Advocate for and on behalf of all youth at a provincial and national level
* Create opportunities for young people
* Assist young people to voice their opinions
* Help initiate ideas and projects at a provincial and national level
* Ensure there is a range of opportunities youth can have their voices heard
* All members will be part of the National IRFU Youth Council but will be deployed provincially to complete projects and will work as Provincial Youth Councils

Responsibilites

* Encourage the development of programmes
* To be respectful to other ideas and opinions
* To raise awareness about youth issues relating to rugby
* To achieve goals set by National Youth Council
* To create and provide opportunities that may allow positive change within rugby

Commitments

* Up to 1 hour per week working on Youth Council Projects (further commitments may be needed at weekends)
* Attend National Youth Council meetings twice a year either face-to-face or via Microsoft teams
* Attend Provincial Youth Council meetings up to four times a year either face-to-face or via Microsoft teams
* Report to the Youth Council Co-ordinator
* Liaise with the Spirit of Rugby Officers in each province to complete projects
* Present and report to national committees as well as provincial committees
* Youth Council members may be asked to assist at other IRFU events
* Liaise with clubs and club officers to organise Youth Council events

Membership

* Active member of the rugby community
* Elected members must be aged 18-25
* Balanced membership of all provinces – five members per province
* Balanced membership of rural and urban clubs
* Balanced membership of male and female
* Be enthusiastic, energetic and pro-active
* Be committed to attending meetings regularly
* Have the ability to work well within a team using Respect, Integrity, Inclusivity, Excellence and Fun

Term of Appointment

The standard term of appointment will be three years. Members can ask the Youth Council Co-Ordinator for their membership to be extended for additional time where applicable. The term of appointment can be less than three years should a member:

* Resign
* Miss more than three consecutive meetings (without adequate reason or communication, e.g. term time abroad)

Should a member resign, a replacement will be found through the process for recruitment currently in place.

* Members may be co-opted onto the Youth Council for a specific task, specific knowledge or for a specific working group for a set period of time if it found that existing members require additional information

aPPLICATION PROCESS

Individuals must complete an application form and forward to Youth Council Co-ordinator.

* Candidates will be contacted by the Co-ordinator to set up an interview
* Should the applicant meet the criteria the candidate will be invited to attend regular meetings

Reporting

The youth council will report to the Spirit Committee via Spirit Manager three times a year and/or by presentation to the Spirit Committee when necessary

 Reports must also be made to provincial rugby committees via Spirit of Rugby Officers and/or by presentation to provincial committees. These reports will outline:

* Work undertaken
* The groups achievements
* Any issues or initiatives it wishes the committee to consider further

Operation and other matters

* The Youth Council Co-ordinator will oversee the administration and coordination of the Youth Council
* Members of the youth council will facilitate the following roles for three years:
* ***Provincial Chairperson*** – Responsible for running the meetings and ensures the meetings stay on task
* ***Provincial Vice Chairperson*** – Assist chairperson and step into chairperson role when/if chairperson unavailable
* ***Provincial Public Relations Officer*** – Liaise with the communications department to ensure they are updated on the work of the Youth Council at a provincial level and liaise with the National Youth Council PRO to ensure the IRFU communications department is informed
* National Youth Council Chairperson/ Vice Chairperson and PRO will be elected by members of the National Youth Council
* The National Youth Council meetings must have a minimum of two provincial members present or available via Microsoft Teams in order to continue with a meeting. Meetings will be cancelled if membership is not present
* Provincial Youth Council meetings must have a minimum of four members present or available via Microsoft Teams in order to continue with a meeting. Meetings will be cancelled if membership is not present
* More than 24 hours’ notice must be given if a member cannot attend a meeting (exceptional circumstances excluded)
* Confidentiality – Youth council members may receive confidential and personal information concerning age grade players. In this case they will follow the IRFU reporting procedure. Other information they may receive regarding committee members or age grade players will remain confidential.

The Youth Council can be contacted at: youthcouncil@irfu.ie or Meadhbh.lewis@irfu.ie

**Youth council**

**Application**

Tell us about Yourself

1. your current volunteering

Include details of how long you have been with the club/school, what roles you hold or have held, why you play or volunteer?

 (b) Your Future volunteering

Tell us changes you would like to make in youth rugby (13+) in your club/school/university. Include details such as what would you do if you were in charge of your club for a week and how you would do it.

Now please give us a few details about yourself so that we may contact you for interview and/or further details of the Youth Council projects.

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| **Name:** |  |
| **Club/Organisation/University** |  |
| **Email:****Contact Number:** |  |
| **Reference**  | **Name & contact of club/school personnel who can discuss your involvement in the projects you have described above** |

Please return this application to youthcouncil@irfu.ie

The closing date for applications is 1pm, Monday 24th August.