



## JOB DESCRIPTION of YOUTH DIRECTOR

### INTRODUCTION

The Youth Director, appointed by the Management Board, is responsible for all matters relating to youth and is a member of the Education & Training Committee. He/she reports to this committee and liaises with the Convenor of the Education & Training Committee on all matters relating to youth.

The Youth Director will chair the Youth Strategy Sub-Committee and the Youth Co-ordinators' Forum, and will oversee any working-groups set up to consider youth matters.

### DUTIES

- 1) to speak on matters relating to young people at the Education & Training Committee.
- 2) to convene and chair the meetings of the Youth Strategy Sub-Committee (one per year) and the Youth Co-ordinators' Forum (one per year at the Annual Conference) and to report on their work to the Education & Training Committee.
- 3) to oversee any working-groups or sub-committees set up to work on specific youth projects and to report on their progress to the Education & Training Committee.
- 4) to ensure suitable material and information are available for teachers of young people.
- 5) to oversee the running of the Youth School (RSCDS *Spring Fling*, UK) in liaison with the *Spring Fling* Working-Group and the Schools Director. This will be run in the same way as other RSCDS Schools.
- 6) to run the Family Weekend in conjunction with the *ad hoc* working-group.
- 7) to respond to enquiries and questions on youth matters.
- 8) to initiate ideas to promote Scottish Country Dancing among children and young people and bring them to the Education & Training Committee for approval.
- 9) to oversee the running of medal tests including maintaining a list of assessors for medal tests.
- 10) to maintain the Code of Good Practice.
- 11) to oversee the production of the newsletter for youth co-ordinators.
- 12) to prepare a report for each Education & Training Committee.
- 13) to represent the Society at events for youth and children, eg festivals.

### YOUTH STRATEGY SUB-COMMITTEE

This is a sub-committee appointed annually. Membership is the Youth Director and two other members of the Education & Training Committee. At each meeting four or five young people, who are active in Scottish Country Dancing, will be asked to join the committee for the meeting. It will meet once a year to discuss and determine future strategy and plans for activities aimed at young people. A goal of this sub-committee is to bring forward new ideas. The outcome of the meeting will be reported to the Education & Training Committee who will decide which ideas to progress and how to progress them. The Education & Training Committee may authorise this sub-committee to have additional meetings if they are required in any year.

## YOUTH CO-ORDINATORS' FORUM

This is a general forum open to all interested in Youth issues. The meeting is held once a year at the Annual Conference. There is discussion of matters of concern for youth co-ordinators and an opportunity to air ideas for initiatives from all interested parties. The proceedings of the meeting are reported to the Education & Training Committee.

## RSCDS *SPRING FLING* (UK ) WORKING-GROUP

This working-group comprises members from the locality in which the *Spring Fling* is to be held. The Youth Director will appoint a Director for *Spring Fling*, who will in turn, appoint the working-group comprising four to six local members. All members will be in the age range of 16-35 years similar to *Spring Fling* attendees. In addition the *Spring Fling* Director will contact the local RSCDS Branch regarding a representative liaising with the working-group. Age range does not apply to the Branch representative.

## BUDGET

Expenses of the Youth Director, sub-committees and working-groups are met from the annual budget of the Education & Training Committee. Budgets for new initiatives and existing projects must be brought to the Education & Training Committee for approval. The budget for a School (e.g. *Spring Fling*) should include all expenses associated with the School and be set out on a separate accounting-sheet for approval by the Education & Training Committee prior to inclusion in the Committee's composite budget.

If timing means that approval for unforeseen expenditure is needed before a forthcoming meeting of the Education & Training Committee, these expenses may be approved by the Convenor of the Education & Training Committee up to £100. For any such expenses above that figure, additional approval must be sought from the Convenor of the General Purposes & Finance Committee or the Chairman of the Society.

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