

Hillsboro Youth Advisory Council (YAC) – Subcommittees

Every year, YAC assigns its members to different subcommittees based on their interests, with the aim of advancing leadership skills in collaboration, team building, and project management. Each subcommittee is tasked to do the following each year:

1. Host a YAC Volunteer Event related to the subcommittee theme.

- YAC members acquire experience in networking and event planning by hosting a volunteer event for the entire council. Working with the YAC Advisors and other City staff, each subcommittee develops and organizes these events, providing valuable hands-on experience in coordination, communication, and community engagement. A volunteer event can involve partnering with Parks & Recreation for a park clean-up, collaborating with non-profit organizations like Home Plate, or other community-focused initiatives.

2. Undertake a Project related to the subcommittee theme.

- Each subcommittee will advance a project aligned with its theme. This may include policy advocacy, such as supporting state legislation, or general initiatives, such as organizing a student event (e.g., a DEI Summit) and/or partnering with a local community based organization/non-profit. Working with the YAC Advisors and other City staff, each subcommittee will draft a project plan that outlines the goal, timeline, stakeholders, and project details, including the budget if applicable. City staff will provide guidance and support to assist with project development and implementation. Subcommittees must present their progress to the City Council throughout and at the end of the YAC year.

Subcommittees are essential for achieving change, requiring proactive efforts from members, including meeting outside of YAC sessions and engaging with stakeholders to ensure the successful implementation of their projects by the end of the year.

Subcommittee Tasks

September

1. Complete form to indicate subcommittee interests
2. Get assigned to subcommittee
3. Meet with subcommittee Members.
4. Determine preferred communication (text, email, etc.)
5. Determine preferred meeting time.
 - (note: it is encouraged to meet at least once a month, during the 'off-weeks' of YAC for 30 min – 1 hour to ensure projects move along)

6. Select subcommittee Chair
 - The Subcommittee Chair is elected by the subcommittee members and is responsible for leading meetings, managing the project, and communicating with subcommittee members and YAC Advisors. They facilitate discussions, oversee project tasks, and report progress to ensure the success of the subcommittee's initiatives.
7. Complete the Hillsboro YAC Subcommittee Charter.
8. Read together and sign the Subcommittee Agreements.

September – November (Brainstorming & Team Building)

- Meet with your subcommittee accordingly and brainstorm what you all want to do for (1. Volunteer Event and 2. Subcommittee Project) – review ‘Subcommittee Brainstorm’ document to help with your planning
- Provide opportunities for team bonding within your subcommittee (this should be present the entire year)
- Set up a time with YAC Advisors to chat (subcommittee updates and assistance needed)
- Complete ‘Equity Tool Kit’ document to outline project at the end of November

November – January (Draft Plan & City Council Update)

- Continue to meet as a subcommittee and finalize a draft plan of action for 1. Volunteer Event and 2. Subcommittee Project.
- Once draft plan is completed, submit to YAC Advisors for review and feedback
- Prepare for YAC Subcommittee Update to City Council (5-minute presentation)
 - Complete ‘Project Memo’
 - Develop PowerPoint Presentation
- Submit Project Memo and PowerPoint to YAC Advisors by December 31.

January – May (Implementation and Delivery)

- Present to City Council and gather feedback
- Set up time with YAC Advisors and subcommittee to create plan of action following Council presentation
- Coordinate with YAC Advisors on delivery and implementation of
 - Volunteer Event
 - Subcommittee Project

May – June (City Council Presentation & Conclusion)

- Prepare for YAC Subcommittee Final Presentation to City Council (5-10-minute presentation, less than 5 minutes for questions)
 - Complete 'Project Memo'
 - Develop PowerPoint Presentation
- CELEBRATE!

Reminder

When you decided to join the Youth Advisory Council (YAC), you had specific goals and motivations in mind. Whether it was to make a difference in your community, develop leadership skills, or connect with like-minded peers, those initial reasons are important to keep in mind as you participate. The effort and energy you invest in YAC will directly influence the outcomes you experience. Engage actively, contribute your ideas, and take initiative to maximize your impact and personal growth.

A significant part of this involves putting your energy and effort into subcommittee work and staying committed to the tasks at hand. These smaller groups are where much of the impactful work happens, allowing you to dive deeper into specific issues and projects. Your dedication to these subcommittees will not only benefit the council but also provide you with invaluable experience and skills. Stay committed, follow through on your responsibilities, and remember that your contributions are vital to the success of YAC and your development as a leader.

If you ever need assistance or guidance, please reach out to YAC Advisors for help.