



BURNETT COUNTY BOARD OF SUPERVISORS YOUTH REPRESENTATIVES AND ALTERNATES

POSITION DESCRIPTION Youth Representatives

TERM

September 2009-August 2010

EXPECTATIONS

- Attendance at monthly county board meetings, usually held the third Thursday of each month at 9:30 a.m. at the County Board Room in the Government Center in Siren.
- If you are unable to attend a board meeting, arrange for an alternate to attend the meeting in your place. If an alternate is unable to attend, contact the County Board Chair or County Administrator to be excused.
- While there is no official dress code, it is suggested that your dress is neat and professional.
- Stay informed about county board issues.
- Be prepared for meetings; obtain and review materials prior to meeting.
- Understand meeting protocol and participate accordingly.
- Participate in training sessions.
- Be involved in recruitment of youth for the next term.
- Be involved in training new representatives and alternates.
- Provide feedback on your experience to help strengthen/improve the experience for others in the future.

VOTING

Because you are not an elected official, your vote is not counted for the official vote. However, you may participate in discussion and express your position to the rest of the board members.

COMPENSATION

Youth representatives will receive a per diem for attending county board meetings. Per diem is \$50 per meeting.

POSITION DESCRIPTION

Alternates

TERM

Two years (first year as alternate, September 2009-August 2010; second year as main representative, September 2010-August 2011)

EXPECTATIONS

- Attend county board meetings in the absence of a regular representative.
- While there is no official dress code, it is suggested that your dress is neat and professional.
- Stay informed about county board issues.
- Be prepared for meetings; obtain and review materials prior to meeting.
- Understand meeting protocol and participate accordingly.
- Participate in training sessions.
- Be involved in recruitment of youth for the next term.
- Be involved in training new representatives and alternates.
- Provide feedback on your experience to help strengthen/improve the experience for others in the future.

OPEN MEETINGS

County board and committee meetings are open to the public. Alternates are encouraged to attend meetings to stay informed of issues.

COMPENSATION

Per diems are not available to alternates for attending meetings except if attending in the absence of a regular representative.