

RDYF Terms of Reference

- RDYF will hold Monthly meetings – and we will meet at Visions, Oakham.
- Membership ages from 13 to 25 year olds.
- Members to attend as many meetings as possible.
- The purpose of RDYF is to make positive changes to improve the lives of disabled young people in Rutland.
- Members are to get involved in other opportunities throughout the year that focuses on supporting local groups and communities across Rutland.
- A reminder will be sent out to all members before each meeting with details of what will be discussed.
- Laura will write up the notes and email to the Chair, secretary and Lesley within two weeks of the meeting.
- The Chair, Secretary, Treasurer and Communication Officer will carry out their duties as per job role descriptions. These posts will be reviewed annually.
- Pizza (or other food as chosen by the members) will be at every meeting!

RDYF Rules

- All members will try to arrive on time whenever possible
- Phones will be away and on silent (except when using it for meetings)
- Respect all speakers and give them your attention
- To represent the RDYF in a positive way
- Respect and listen to each other
- Take time out if needed
- Ensure all involved in discussions

Role descriptions

Chair; oversees the youth forum. Plans and prepares topic/speakers for meetings each month. They ensure meetings are ran smoothly by time-keeping and discussions, and that business is dealt with and decisions are made.

Secretary; supports the chair with administration tasks such as drafting and sending invitation emails to speakers, organise/maintain files, and provide information.

Treasurer; maintain the financial side of the youth forum and responsible for making useful suggestions on what we can spend our money on and arrange/apply for appropriate funding.

Communication officer; to attend meetings about events, keep members up to date and ensure social media pages up to date.