



## WASHBURN COUNTY BOARD OF SUPERVISORS YOUTH REPRESENTATIVES AND ALTERNATES

# POSITION DESCRIPTION Youth Representatives

### TERM

- One-year (April 2017–March 2018)

### EXPECTATIONS

- Attendance at monthly county board meetings, usually held the third Tuesday of each month at 6 p.m. in the County Board Room, Elliot Building, Shell Lake. Meetings may last as long as 4 hours.
- If you are unable to attend a board meeting, arrange for your alternate to attend the meeting in your place. If your alternate is unable to attend, contact Lolita Olson at 715-468-4600.
- While there is no official dress code, it is suggested that you dress 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 on a county committee, if interested.
- 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. You will, however, be called on to vote during roll call vote and your vote will be reflected in the minutes of the meeting. You are encouraged to participate in the discussions and express your position to the rest of the board members.

### COMPENSATION

- Youth representatives will receive a per diem and mileage for attending county board meetings and assigned committee meetings.
- Per diem is \$50 per board meeting and varies from \$25-\$50 for committee meetings depending on length of the meeting.



## **WASHBURN COUNTY BOARD OF SUPERVISORS YOUTH REPRESENTATIVES AND ALTERNATES**

# **POSITION DESCRIPTION Alternates**

### **TERM**

- Two-year (first year as alternate, second year as main representative (April 2017–March 2019)
- Based on openings available (number of previous year's alternates moving into regular representative roles) and grade level of applicants, alternates are selected to serve either a one- or two-year term.

### **EXPECTATIONS**

- Attend county board meetings in the absence of a regular representative.
- While there is no official dress code, it is suggested that you dress 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 on a county committee, if interested.
- 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 and mileage are available to alternates only if they are attending meetings in the absence of a regular representative.