

Administrative Committee

HISTORIAN

- Prepare and maintain a YC Scrapbook, including photos, articles, etc.
- Prepare and maintain a Historical Community Progress Book
- Work with the City Recorder on the Government Records Management Act
- Work with Historic Preservation Commission on preserving historical documents, records and photos

JUSTICE COURT CLERK

- Responsibility over the area of Justice Court
- Provide leadership to the YC in areas of the Justice Court
- Meet, by appointment, with the Cache County Sheriff, Justice Court Judge, etc. in an effort to help accomplish the purposes of the YC
- Plan such activities as teen-age driver safety workshops, crime prevention campaigns, etc.

MAYOR PRO TEMPORE

- Acting Mayor when the Mayor is unable to attend meetings or functions.

MAYOR

- Plan & conduct all Youth Council meetings
- Prepare and post YC meeting agendas
- Meet periodically with the officials of Providence City to provide for proper planning and coordination. (Adult City Council meets the 2nd and 4th Tuesday at 6:00 p.m. In most cases, the YC Mayor could be excused at 7:00)
- Propose plans and projects designed to assist in the fulfillment of the purposes of the YC
- Vote only in case of a tie
- Assign YC members areas of responsibilities
- Present YC Annual Budget to adult council

DEPUTY RECORDER

- Acting Recorder when the Recorder is unable to attend meetings and assist with agendas

RECORDER

- Attend all YC meetings and take and maintain minutes of said meetings
- Assist YC Mayor with meeting agendas
- Meet periodically with the City Recorder to review the YC records, provide input and offer assistance
- Work with the City Recorder on the Government Records Management Act
- Work with YC Treasurer and project leaders to prepare project budget
- Work with YC Mayor and YC Treasurer to prepare an annual YC Budget
- Assist YC Mayor in presenting annual YC budget to adult council

TREASURER

- Meet periodically with the City Treasurer
- Work with YC Mayor and YC Recorder to prepare an annual YC budget

- Assist YC Mayor in presenting annual YC budget to adult council
- Work with YC Recorder and project leaders to request purchase orders
- Work with City Purchasing Department to buy needed YC items
- Update and inform YC members of budget throughout year

City Services Committee

BEAUTIFICATION

- Responsibility over the areas of community beautification, clean-up drives and youth involvement
- Meet periodically with the Public Works Director in order to determine ways in which the youth may become more involved and may assist the community
- Plan community beautification and environmental activities and youth involvement activities

CEMETERY

- Responsibility over the area of cemetery
- Meet periodically with the Sexton, Cemetery Clerk and Website Coordinator to provide input and offer assistance in organizing and maintaining the cemetery records
- Project leader for the Memorial Day cemetery clean-up. (Monday following Memorial Day)

EMERGENCY/SAFETY

- Responsibility over the areas of Public Safety and Emergency Preparation
- Provide leadership to the YC in areas of police and fire protection
- Meet, by appointment, with the Cache County Sheriff, Fire Marshall, etc. in an effort to help accomplish the purposes of the YC
- Plan such activities as bicycle clinics, drug abuse seminars, Youth Neighborhood Watch Group, etc.
- Meet with City staff and community groups to update goals and progress of emergency preparation plan
- Help create community awareness of emergency preparation plan

PARKS AND RECREATION

- Responsibility over the area of Parks
- Meet periodically with the Public Works Director to provide input, offer assistance and propose projects in the Park area
- Adopt a park – 400 South Main
- Responsibility over the areas of Recreation
- Meet periodically with the Recreation Director to provide input, offer assistance and propose projects in the Recreation area
- Help coordinate recreation clinics, workshops and opening ceremony
- Serve on the Park and Recreation Committee

PLANNING, ZONING AND BUILDING

- Responsibility over the areas of Building, Business, Planning and Zoning
- Meet periodically with the Building Secretary to review and assist with commercial and residential building progress
- Meet periodically with the Building Official to understand the goals and needs of the community

- Review business license information and process of obtaining a license
- Meet periodically with the Planning Commission to provide input and offer assistance (The Planning Commission meets every 2nd and 4th Wednesday at 6:00)
- Assist with and understand the affordable housing plan

PUBLIC WORKS DIRECTOR (Committee Chair)

- Responsibility over the areas of Water, Sewer, Irrigation and Streets
- Meet periodically with the Public Works Director to understand the goals and needs of the community and to help accomplish the purposes of the YC
- Recommend to the YC and to the Adult Council ways in which the youth of the community could assist in such areas as traffic flow studies, establishment of bicycle paths, etc.

Community Committee

COMMUNITY EVENTS CHAIR

- Responsibility over the areas of Community Events
- Plan and coordinate parade schedule and information
- Meet periodically with the Recreation Director to offer input and assistance
- Project Leader to coordinate YC involvement in Sauerkraut Days, City Celebration and other community events
- Serve on Park & Recreation Committee

COMMUNITY EVENTS VICE CHAIR

- Assist the Community Events Chair in coordinating events
- Acting as Community Events Chair when the Community Events Chair is unable to coordinate or attend a function

PUBLICITY

- Prepare posters, press announcements, information sheets for YC, etc.
- Contact newspaper, television, etc. about YC activities
- Assist with the city website

SPONSORSHIPS

- Contact local businesses to help sponsor different YC activities or events