

## Terms of Reference

### Longford and Westmeath Education and Training Board Youth Work Committee

Section 10 of the Education & Training Boards Act 2013 (“the Act”) sets out the functions of each Education and Training Board (‘ETB’). The youth work function for an ETB is provided for in subsection (j), namely to: *“support the provision, co-ordination, administration and assessment of youth work services in its functional area and provide such information as may be requested by the Minister for Children & Youth Affairs in relation to such support.”*

A Youth Work Committee may be established by the ETB in accordance with Section 44 of the Act. Longford and Westmeath Education & Training Board has, on the 18th day of November 2019, established the Longford and Westmeath Education & Training Board Youth Work Committee.

#### Chairperson

A member of Longford and Westmeath Education & Training Board, was also appointed as the Chairperson of Longford and Westmeath Education & Training Board Youth Work Committee on the above date, pursuant to the powers of the ETB, as set out in section 44(4) of the Education & Training Board Act 2013.

Longford and Westmeath Education and Training Board also determined these Terms of Reference for the Longford and Westmeath Education & Training Board Youth Work Committee on the above date, in line with the board’s powers under section 44(1) and same are signed hereunder by the Chairperson of Longford and Westmeath Education & Training Board as verification of said determination.

#### Duties of Committee

The remit of the Youth Work Committee is to:

1. Be informed of the youth work function conducted by Longford and Westmeath Education & Training Board;
2. Inform Longford and Westmeath Education and Training Board of the information relating to youth work, received by it, from the Executive of Longford and Westmeath Education & Training Board.
3. Provide oversight of Longford and Westmeath Education & Training Board youth work function.

The Youth Work Committee does not and shall not fulfil any executive functions of the Education & Training Board as these are within the remit of the Chief Executive and/or his/her delegates.

#### Membership of ETB Youth Work Committees

A Youth Work Committee shall have no more than 12 members, pursuant to section 44(2) of the

Act. Longford and Westmeath Education & Training Board Youth Work Committee shall consist of 12 members.

Membership may consist partly of members of the Education & Training Board and partly of members who are not members of that board but whom are appointed by Longford and Westmeath Education & Training Board. See appendix 1.

## Removal of Members

A member of the committee may be removed from office at any time by the Education and Training Board, in line with section 44(13) of the Act. The Education and Training Board may also dissolve the committee at any time, as provided for under section 44(15).

## Regulation of Meetings

The quorum for the Longford and Westmeath Education and Training Board Youth Work Committee shall be 5.

Meetings of the Longford and Westmeath Education & Training Board Youth Work Committee will be held a minimum of once and no more than four times per annum.

Meetings will follow a pre-determined agenda, in line with the template set out at Appendix 2 hereunder and will be agreed between the Chairperson of the Committee and the Executive. Same should be circulated to all Committee members up to 7 days in advance of each meeting.

## Term of Office of Committee

The duration of appointment of the Youth Work Committee is for the term of the Board of LWETB. The term of office of the Board of LWETB will coincide with the local elections and will therefore terminate with the next local election.

## Appendix 1:

Section 44 of the Education & Training Board Act 2013 also provides that the appointing members to committees is a matter for the ETB board. In considering the most effective composition of the Youth Work Committees, the ETBI Youth Work Committee recommends to ETBs boards the appointment of at least 1 and no more than 3, members of the ETB and for the remaining membership to include representation from the following 4 groups:

- Representatives from the Voluntary Youth Sector (a minimum of 1 and not more than 3);
- Representatives from Statutory Bodies e.g. HSE, An Garda Síochána, Local Authorities, Children’s Services Committees (a minimum of 1 and not more than 3);
- Young Persons from Comhairle na nÓg or similar youth structure, one male and one female (a maximum of 2);
- Co-option representatives of organisations with an interest in the youth work sector e.g. third level colleges providing youth work courses in the ETB area (not more than 1).

It is important that the participation of young people is supported and that capacity building is provided to these representatives to maximise their participation.

## Appendix 2:

You are requested to attend the next meeting of Longford and Westmeath Education & Training Board Youth Work Committee to be held;

Date:

Venue:

### AGENDA

1	Chairperson Welcome & Opening of the Meeting
2	Apologies
3	Ratification of Longford and Westmeath Education & Training Board Youth Work Committee Minutes ____/____/____
4	Matters Arising
5	Update on Youth Work Function within Longford and Westmeath Education & Training Board
6	Updates on National Youth Work Developments <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>
7	Date for next meeting
8	A.O.B.