

membership
scorecard for
retaining
and sustaining
members

YOUTH
COUNCIL
TOOLKIT **MODULE 3**



United States Department of Labor

Employment & Training Administration / Office of Youth Services / Office of Youth Opportunities

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principles

*Create
Ownership*

*Demonstrate
Results*

*Respect
members' time*

*Create clear goals
& purposes*

*Demonstrate
flexibility in
approach to
members needs
& wants*

*Connect to
economic
development,
community
development, &
education*

introduction

Members represented on the Youth Council form the foundation for a successful organization. It is imperative that Youth Council Chairpersons, as a part of their leadership strategy, focus time and attention on retaining and sustaining members. To help Youth Council Chairs rate their progress and assess their practices, local and State practitioners working with the Department of Labor's Office of Youth Opportunities staff have designed this scorecard. It is our hope that the development of the Scorecard will assist leaders of local Youth Councils in achieving their goals. Youth Councils are as effective as the leadership provided to them.

what does the scorecard contain?

The Scorecard provides a format to record key practices and check off processes that are essential to achieving success and leading effective Youth Councils. It represents one option for rating progress - don't stop here. The scorecard is a template that may be formatted to reflect local area needs.

It is composed of key principles, guidelines, and critical steps for Youth Council Chairs to follow. Included are practical tips on how to run successful Council meetings and ideas on how to retain the involvement of Council members.

how to use the scorecard

First, review the key principles identified on the previous page then assess how well the Council is achieving these principles. Youth Council Chairs may consider the larger picture of the work being done and assist their members in setting priorities to accomplish their work.

Second, review the key practices to retain and sustain Youth Council members identified on page 3. Put these practices in operation using the Scorecard as a guide.

Third, review the Scorecard and determine which tasks are most important and feasible. For example, the task of developing a strategic plan will take time and money. A job description for members takes less time. Prioritize what you can undertake in the short term and determine what is needed in the long-term. Sometimes, conducting numerous tasks can be overwhelming.

We hope that this tool will assist you in moving forward. Good Luck!

key practices to retaining youth council members:

1. Run effective well-organized meetings
2. Sustain focus - Be strategic

run effective well-organized meetings

1. Develop job descriptions for all members.
2. Disseminate materials prior to Youth Council meetings.
3. Have an advanced schedule of meetings.
4. Hold meetings in unique locations.
5. Have an agreement on the duration (length) of meetings & processes to conduct an effective meeting.
6. Share youth service providers performance information and youth success vignettes with Council members.

7. Use the agenda as an active tool to achieve maximum input of ideas & involvement of members and public.

8. Provide a meal. Conduct a working lunch.

sustain focus – be strategic

1. Develop a strategic plan.
2. Rely on workforce staff for operations. Have a staff person who is a Youth Coordinator.
3. Pick your shots. Don't try to take on too much.
4. Call members periodically to check in with them and encourage their continued involvement.
5. Choose a Chair who is well known in the community. Have a Co-Chair who is more hands-on.
6. Market your successes. Learn from your failures (or setbacks).
7. Rotate seats for youth to keep them involved.

youth council scorecard-rate your progress by keeping score below

Retention Action Steps	Date Started	Projected Completed	Work in Progress	Achieved
Develop job descriptions for all Youth Council members.				
Disseminate materials to members prior to the meeting.				
Give Youth Council members a meeting schedule.				
Be creative where meetings are held, i.e. park area; restaurant, One-stop Center, youth program location				
Come to agreement on the duration of meetings & on processes to conduct an effective meeting.				
Share performance information, reports from providers, and vignettes on successful youth participants with members.				
Provide members with a meal. Conduct a working lunch.				
Develop a strategic plan.				
Hire workforce staff to manage Youth Council administration. Hire a Youth Coordinator.				
Call members periodically to check in with them and encourage their continued involvement.				
Market youth successes.				
Rotate seats for youth to keep them involved.				