



2026 Area 1 Young Rider Youth Council Specifications & Roles

Council Purpose

To be the voice of the Area 1 Young Rider membership to lend insight and ideas for programming for the Area 1 Young Rider program. To initiate and coordinate programs as approved by the Young Rider Coordinator for fundraising, social opportunities, and educational programs for the Area 1 Young Rider members - including engaging in the work of implementing programs they envision.

The Council is made up of 10-16 members, plus the YR Coordinator and appointee. Each member has a 2-year term, terms are staggered among members so there isn't a full turnover every year. Previous council members are eligible to re-apply via the application process for additional terms once their appointed term has concluded. At least 50% meeting attendance is required. If a member does not attend 50% of meetings, the Young Rider Coordinator may remove them from the Council. Appeals can be made for extenuating circumstances. Meetings are scheduled 6-8 times/year as needed. Council member terms start April 1.

Term ends April 1, 2027

Fiona Ellis
Anna Henry
Adeline Tullar
Lyman Ordway
Lexi Young
Trillian Hyde

Term ends April 1, 2028

Charlotte Thompson
Ellie Branco
Maddy Newton
Ainsley Stinson
Ella Cutts
Ava Hamlett
Neive Opdyke
Ellie Moran

Council Appointment Process

- Area 1 Young Rider Program members ages 16 to 25 are eligible to apply to be on the Council.
- Applications open annually for a two year term on February 1 and close March 1. Opening of applications will be communicated via email and social media. Late applications will not be accepted.
- Applications are selected by the entirety of the current Area 1 council during an application review process/discussion.
- The Council Chair and Secretary are nominated by the Council members. Self nomination is permitted. Nominations open prior to the April meeting with incoming



members. New members are not eligible to vote as their first month serves as an introductory period to the Council.

Council Responsibilities

- **Chair** - elected by the council members
 - Set meeting dates through consulting with members and communicate these dates and times in advance of meetings.
 - Set the agenda for each meeting (check with YR Coordinator/appointee on agenda items) and communicate with the secretary to make sure the agenda and any applicable materials are sent to all members before the meeting.
 - Communicate with members in between meetings to ensure progress on goals set during meetings.
 - Work with the secretary to create an annual report ([see Annex I](#)) due March 31 to the YR Coordinator.
- **Secretary** - elected by the council members
 - Send meeting invites/links and any applicable materials to all members in advance of meetings.
 - Send the agenda ([see Annex II](#)) and each meeting and communicate with Chair to make sure it includes all topics to be discussed.
 - Work with the Chair to create an annual report ([see Annex I](#)) due March 31 to the YR Coordinator.
 - Work with YR Coordinator/appointee on annual application process for new members.
 - Draft meeting notes for each meeting ([see Annex III](#))
- **All Council members**
 - Attend at least 50% of all meetings
 - Contribute by engaging in meetings/online discussions
 - Volunteer as able at events planned by the council
 - Additional responsibilities as assigned

Annex I - YR Council Annual Report

- The annual report is a recap of the council's accomplishments and future goals that is drafted by the Chair and Secretary in collaboration and due to the YR Coordinator no later than March 31. The report is to include the following:
 - Term Dates of the report
 - Outline of council members and attendance rate
 - Outline of goals set during the previous year including accomplishments, roadblocks, and any on-going initiatives.
 - Compilation of meeting notes from the year



Annex II - Agendas

- Agendas and any applicable materials are sent by the secretary to all Council members preferably one (1) week prior to the meeting to give advance notice of discussion points and any materials that will be covered. All agendas should include the following:
 - Meeting date
 - Link to previous meeting notes
 - Outline of discussion points for the upcoming meeting

Annex III - YR Council Notes

- Notes are drafted during each meeting by the Secretary to outline goals, up-coming projects/initiatives and/or assignments to council members. All notes should include the following:
 - Meeting date
 - List of members present
 - List of members absent
 - Recap of discussion points
 - Outline of action item(s) with person(s) responsible and any applicable due date(s)