



Member Handbook 2022-2023



About the Missouri City Mayor's Youth Commission:

Formed in 1996, the Missouri City Mayor's Youth Commission was designed for youth representing their city, community, and schools to work toward the common purpose of developing their individual leadership skills to strengthen their communities through volunteer service and increased communication with municipal leaders.

Mission:

The Missouri City Mayor's Youth Commission is a coalition of students dedicated to representing the youth through civic leadership in efforts to serve and improve the community.

Meetings:

Meetings for the 2022-23 school year will be held on the 2nd Thursday of the month between October and May*.

Dress Code:

Please wear school-appropriate attire at all times. When volunteering at City events, please wear your MYC shirt, unless instructed otherwise.

Eligibility:

- Must be a resident of Missouri City*, or attend a Missouri City high school.
- Must currently be between 6th and 12th grade.
- Must commit to attending all MYC meetings; members may not have more than 2 excused absences.
- Must commit to serving the minimum required amount of community service.
- Must maintain passing grades in school.
- Must complete the application process for consideration.

* Residents include individuals who live within the city limits of Missouri City or in a community within Missouri City's extra-territorial jurisdiction (ETJ)

Attendance Requirements:

All required attendance dates are included in the current year's calendar of events.

Swearing-In Ceremony

- MYC members are required to attend the MYC swearing-in ceremony during the October 3rd City council meeting.

Meetings

- Meetings are an integral part of membership. Members may have no more than 2 excused absences. In order for an absence to be considered excused, members must notify the MYC coordinator in advance of the meeting to be missed.

Volunteer Service

- Middle-school members are required to complete a minimum of **5 volunteer hours**.
- 9th and 10th grade members are required to complete a minimum of **10 volunteer hours**.
- 11th and 12th grade members are required to complete a minimum **15 volunteer hours**.
- All members must follow the MYC Code of Conduct and Volunteer Guidelines in order to successfully complete their volunteer service hours.
- Volunteer hours may change based on event availability.

MYC Code of Conduct:

Members of the Missouri City Mayor's Youth Commission pledge to be a role model for the youth of Missouri City. In becoming members of MYC, individuals promise to:

- Commit to community service and helping others.
- Respect and listen to their peers and those in authority.
- Be caring, honest and hardworking citizens.

Volunteer Guidelines:

Community service is an integral part of the Mayor's Youth Commission, and members will have ample opportunities to serve the community through City events and programs. Through these opportunities, members are able to enhance leadership skills, improve teambuilding skills, and engage with the community directly and work to ensure event participants have a positive and memorable experience.

Checking In & Out

- You must check in AND check out with the MYC coordinator or designee.
- If you do not check out, we will have no way to know whether you stayed for the entirety of the event, and therefore will not be able to mark your volunteer service time as complete.

Punctuality

- You will be notified in advance of when to arrive for each event; typically MYC members are directed to check-in 30 minutes prior to the event's start time.
- It is essential that you arrive at the instructed check-in time so that the MYC coordinator or designee can provide you with event-specific information and assign you to a station.

Stations

- You will be assigned a station upon arrival and checking in with the MYC coordinator or designee. You are expected to be at your assigned station during the entirety of the event.

Guest Interaction

- Smile at and greet guests; make eye contact. Look like you want to be there!

Attire

- Unless otherwise instructed, event attire is your MYC shirt and school-appropriate bottoms. Headphones and sunglasses, unless required for medical reasons, should not be worn at any time during the event.

Cell Phones

- While we understand that you'll be on your phone from time to time, the reason you have signed up to volunteer at events is to volunteer. Interact with guests, and do not use your phone when there are guests at your station.

Communication

- If you need to leave your station for a rest break, let the MYC coordinator, designee, or another MYC volunteer know so that we don't think you have left!

Officer Positions:

The following positions are available in MYC. Elections are held during the November meeting, and positions are held until May of the following year. The officer positions require members to be present at most meetings.

- President
 - Responsible for leading the Commission and presiding over meetings (following Robert's Rule of Order); works with members and MYC coordinators/liaisons to recommend, develop, plan and implement service projects and other commission activities.
- Vice-President
 - Responsible for assisting the President in leading the commission; presides over meetings or records minutes in place of the President or Secretary in case of absence.
- Secretary
 - Responsible for maintaining meeting agendas and recording the minutes for each meeting; assists the President in ensuring the meeting is followed according to Robert's Rule of Order.
- Historian
 - Responsible for photographing and documenting commission's events, projects and activities throughout the year. The Historian must commit to attending the majority of volunteer events.

Letter of Recommendation from the Mayor:

Members of the Mayor's Youth Commission who have successfully completed the year's MYC program are eligible to receive letters of recommendation from the Mayor. Please note that only one recommendation letter per member, per year, will be considered. Requests may be made through the MYC coordinator.