

**\* DRAFT \***

The DEI Committee (henceforth, Committee) recognizes that town policies impact people of all ages, including those who are not eligible to vote in town decisions due to age requirements. As such, the Committee may select up to two high school students to be named as Youth Liaisons (henceforth, YLs) to the Committee each year. **These YLs will serve in a non-voting capacity.** In order to serve as a YL, the person must live full time in Cape Elizabeth and be ineligible to be considered for a voting member position.

DEI YLs shall serve two consecutive years, staggered/overlapping with the other YL. At its discretion, the Committee may appoint a YL to a one year term. YLs shall be selected in accordance with procedures approved by the Town Council.

YLs will attend business meetings (once monthly) and be invited to workshop and committee meetings. They will be excluded from executive sessions. YLs will act as liaisons between the Committee and the Cape Elizabeth young person/student population. They will be given a chance to talk about current issues of concern, any programming they may be taking advantage of in schools, or ways they would like the committee to engage with the community at large.

The following procedure shall be used in the selection and participation of YLs to the DEI Committee:

1. Each **April** the Committee will publicize the YL position, publicly and through any appropriate venues (flyers in library, school communications, Cape Courier, etc).
2. Applicants will submit a brief essay to the Committee (or a representative of the Committee) expressing their reasons for applying and the contribution they hope to make.
3. All applications shall be reviewed by a selection committee composed of 2-3 Committee Members and one or both current YLs.
4. The selection committee may, in its discretion, choose to interview finalists before their decision is made.
5. The selection committee may, in its discretion, choose to leave the position vacant.

Those interested in Youth Liaison are encouraged to attend Committee meetings and educate themselves on the role of board members in the months after they are elected **before the end of the school year.**

**Responsibilities:**

1. Beginning at the start of the **school year**, a YL will attend monthly business meetings and other workshops and committee meetings as designated and applicable.
2. Youth Liaisons are responsible for preparing any needed materials meetings, and for responding to and sending necessary emails. This could include presentations, research, or statements. Youth Liaisons will adhere to Town Council/DEI Committee rules for conduct and committee policy and procedures.