



TTS Youth Committee Operating Document

Our Mission

The Youth Committee of the Tennessee Tamizh Sangam (TTS) is dedicated to engaging, empowering, and developing leadership skills among the youth of the community. The committee aims to promote active youth participation in cultural, educational, and community service initiatives, while upholding and advancing the values and mission of TTS.

Structure

The Youth Committee shall consist of the following leadership roles:

- Youth Committee President
- Youth Committee Vice President
- Youth Committee Secretary
- Youth Finance Lead
- Youth Media & Communications Lead

Oversight & Coordination

Two adult Youth coordinators (1 male and 1 female) shall be appointed by the TTS Office Bearers, preferably from executive committee members.

Youth Coordinators

- Provide guidance and mentorship to youth team members, supporting their personal development and leadership skills.
- Collaborate with youth to develop programs, activities, and initiatives that reflect their interests and needs while aligning with community goals.
- Collect feedback from youth participants and communicate it to the TTS Office Bearers, advocating for youth interests and perspectives.
- Plan and coordinate community events involving youth participation, ensuring they are well publicized and well executed.
- Organize a minimum of one volunteer activity and at least one meeting every quarter.
- Work with the TTS Office Bearers to handle event logistics, including scheduling and volunteer coordination.



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- Coordinate with the TTS Office Bearers to facilitate guidance programs for high school students and seniors (e.g., freshman orientation, college guidance).

Youth President

- Work closely with Youth Coordinators and the TTS Office Bearers to set a clear vision and direction for the youth community.
- Serve as the primary spokesperson for the youth group, representing youth interests and perspectives.
- Encourages all youth volunteers to carry out their committed responsibilities effectively.
- To foster an environment of Shared Responsibility and Integrity, where the youth committee operates towards TTS shared mission.

Youth Vice President

- Perform all duties of the Youth President in the President's absence and assist the President in their responsibilities.
- Take the lead on specific projects or initiatives, ensuring alignment with TTS goals and objectives.
- Support coordination efforts across youth teams and committees as needed.

Youth Secretary

- Maintain accurate records of youth committee meetings, including agendas, minutes, updates, reminders, and follow-ups.
- Document all group activities and events for record-keeping and reporting purposes.
- Plan and assist with logistical aspects of organizing Youth events.
- Identifies/Recommend potential Fund raising opportunities and sponsors for youth committee activities.



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Youth Finance Lead

- Coordinate with the youth leadership committee to plan budgets for youth events and initiatives.
- Support fundraising activities, sponsorship coordination, or donation tracking for youth programs, if applicable.
- Prepare a brief financial summary or report after major youth events, if applicable.

Youth Media & Communications Lead

- Manage youth-related communications, including announcements, flyers, and digital content.
- Design creative ideas to promote social media posts for youth events and initiatives, with approval from TTS Office Bearers.
- Work closely with the Youth Secretary to archive communications, media assets, and outreach materials.

Eligibility Criteria (Leadership Roles)

- Must be an active member of TTS and a registered youth participant in good standing.
- Youth Committee President and Vice President shall not be graduating high school seniors. Open to high school students currently in 10th or 11th grade only.
- Youth Committee leaders must be between the ages of 15 and 18 at the time of appointment.
- Demonstrated interest and participation in TTS community service, leadership, or cultural activities.
- Applicants are expected to have previously volunteered in major TTS events.
- Must be able to commit the necessary time for meetings, events, and assigned responsibilities during the term.
- Must be willing to adhere to and uphold the TTS Code of Conduct and organizational values.



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Eligibility Criteria (Youth Committee members)

- The Youth Committee representatives shall serve a one-year term
- Eligible members must be between the ages of 13 and 18 at the time of appointment.
- Youth committee representatives and members should be an active TTS member.

Term Length

- Members of the TTS Youth Leadership Committee shall serve a term of **one (1) year**.
- The term shall typically run from **January through December**, unless otherwise specified by the TTS Office Bearers.
- In the event of a resignation or inability to serve, a replacement may be appointed by the TTS Office Bearers, in consultation with the Youth Leadership Committee, to serve the remainder of the term.

Selection Process

- Youth leaders shall be selected through a nomination process every term as determined by the TTS Office Bearers.
- An orientation and handover shall be conducted at the commencement of each term to ensure continuity of operations.
- Adult Coordinators may facilitate interviews for youth leadership selection, if required. Interviews shall be conducted based on the responses provided in the nomination form and may be held when multiple nominations are received for a single role.
- The Adult Coordinators (2) and the TTS Office Bearers (5) shall jointly review nominations and appoint individuals to the five Youth Leadership positions.