

## EXHIBIT A

### Santa Rosa Teen Council Structure and Duties

The major responsibility of the Teen Council will be to advise the City Council on issues relating to the youth of the community. As our community continues to make the reduction of gang violence a priority, the Teen Council will make gang prevention and intervention a primary area of focus of its work. Any other issues addressed will be at the discretion of the members of the Teen Council with guidance and advice from advisory staff. The Teen Council shall develop the overall structure of its program, including: mission statement; duties and responsibilities; program content and emphasis; goals; policies and procedures; and a meeting schedule.

#### STRUCTURE

- A. The Teen Council shall be staffed by the Recreation and Parks Department Neighborhood Services Section. The City of Santa Rosa Recreation and Parks Department Gang Prevention and Intervention Services Manager shall assign Neighborhood Services Section staff to serve as advisors to the Teen Council.
- B. The Teen Council shall consist of no more than ten middle school students and no more than twenty high school students. It is recommended that there be at least one representative of each grade level.
- C. Members of the Teen Council shall be currently enrolled in a secondary school situated within the boundaries of the City of Santa Rosa or enrolled in Cardinal Newman, Ursuline, or Sonoma Academy high schools. It is recommended that there be at least one representative of each of the schools.
- D. Each member of the Teen Council shall be required to attend at least one City Council meeting during the member's term on the Teen Council.
- E. The Teen Council shall make a report to the City Council on a semi-annually basis or as directed by the City Council.
- F. Candidates seeking appointment to the Teen Council shall meet the following criteria:
  - a. Demonstrate leadership qualities and strong communication skills
  - b. Demonstrate a willingness to participate in public presentations
  - c. Be open-minded/visionary and bring diversity of opinion/views to the council
  - d. Demonstrate an ability to work with and show respect for others
  - e. Have demonstrated a high level of commitment and follow-through
  - f. Have previous involvement in community and/or school activities
  - g. Be willing and available to attend mandatory meetings, training, and events; up to twenty hours per month

