



## Youth Violence Prevention Executive Committee Charter

### I. Establishment

The City of Minneapolis recognizes the severity of the youth violence problem, and the need to address the issue as it aligns with achieving the City of Minneapolis 2010-2014 Goal, A Safe Place to Call Home, to *ensure that all Minneapolis residents live in a healthy environment and feel safe in the City* with a specific strategic direction that “Guns, Gangs, Graffiti” be eliminated. The Mayor and City Council of Minneapolis passed a [resolution 2006R-571](#) on November 17<sup>th</sup> 2006 acknowledging youth violence as a public health problem and recommending the establishment of a Youth Violence Prevention Steering Committee to oversee further efforts to develop and implement a strategic plan, the Blueprint for Action to Prevent Youth Violence.

On July of 2008 that the Mayor and the City Council established a Youth Violence Prevention Executive Committee with responsibilities to serve as strategic partners in providing leadership and expertise in reducing youth violence in Minneapolis.

### II. Mission and Vision

The vision for the City of Minneapolis is a unified city where all youth can be safe and thrive. The mission is to prevent youth violence through comprehensive approaches that support the development and successes of youth and families in their communities, encourage strong partnership among organizations, and are culturally grounded and asset-based.

### III. Authority & Responsibilities

The specific responsibilities of the Youth Violence Prevention Executive Committee will include:

## Co-chairs

The Mayor and two co-chairs (appointed by the Mayor) preside over the meetings.  
*Length of Term* – Officers shall serve two-year terms.

The Co-Chairs shall preside at all meetings of the Committee and shall be an ex-officio member of all ad-hoc committees. They shall:

- a. Act as the spokesperson for the Committee at public meetings and functions;
- b. Develop agendas for full committee meetings
- c. Assure the orientation of new Committee members and encourage their involvement in Committee activities;
- d. Lead the Committee in developing an annual work plan and work with staff on the development of an annual report summarizing Blueprint activities and highlighting specific work of Committee.
- e. Monitor the involvement of members in Committee activities, communicate with them and urge active involvement when appropriate, and recommend action by the Mayor as appointing authority when needed.
- f. The Co-Chairs will rotate who chairs the meeting and will assume the position of the Chair in each other's absence.

## Committee Members

- a. Provide oversight and guidance on the implementation of the City's strategic plan to address and prevent youth violence the Blueprint for Action, including but not limited to providing guidance on outreach, public education, communications and infrastructure.
- b. Assist in providing expertise on measuring community-wide outcomes and progress on addressing youth violence through Results Minneapolis and other formats.
- c. Provide advice and recommendations to staff and mayor on high level strategic and policy issues including the objectives and priorities of the Blueprint for Action.
- d. Review the need for and recommend the establishment of specialized work groups and subcommittees.
- e. Identify and develop topical work areas of interest from the Blueprint for Action for the committee and committee members to work on throughout their term.
- f. Develop and leverage strategic partnerships and resources to achieve the goals of the Blueprint for Action.

- g. Advise and advocate to city council, mayor and other policy makers and funders on needs for funding, programs and policies.
- h. Promote and engage a cross section of community stakeholders and partners in the implementation of the plan.
- i. Develop executive committee policies and processes designed to provide effective and efficient governance.
- j. Identify gaps and needs in committee structure and recommend members for election and reelection to the committee.
- k. Advise staff on new member orientation and education of committee members.

#### **IV. Meetings**

The Youth Violence Prevention Committee meets at least four times a year and when necessary at the call of the committee chairs. Full executive committee meeting dates and times will be specified a year in advance.

Executive committee members are expected to attend all regularly scheduled meetings of the Youth Violence Prevention Executive Committee. Three or more unexcused absences from regular meetings during a calendar year may result in termination of membership.

#### **V. Members**

The Mayor nominates and the City Council approves up to 17 members and two co-chairs, for two-year appointments.<sup>1</sup> Membership shall reflect the diverse interests and perspectives of the Minneapolis community. The recruitment process shall be designed to ensure diversity of representation and ideas. The process will consider the city's commitment to civil rights affirmative action and geographic distribution where possible. Executive committee membership will include at least one representative from the following eleven communities/sectors: Financial/Business, Health Care, Academic, Minneapolis Public Schools, Minneapolis Park and Recreation Board, Law Enforcement, Foundation Community, Faith Communities, Community Organizer, Elected Officials, and Students (or young adults).

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<sup>1</sup> Note that in the amending resolution it says committee members will be appointed to 1 year terms

## **VI. Reports**

The executive committee will;

- a. Oversee and review the development of a board competency matrix report. The matrix will include the board's current makeup compared to its list of needed competencies, plus an analysis showing areas to emphasize in recruitment of new members.
- b. Participate in and review the board self-assessment report. Each member will take self-evaluation survey that will provide data for an annual report on overall governance and progress achieved by the board (every one or two years).
- c. Advise and review the annual Youth Violence Results Minneapolis. Provide assistance and expertise as needed for the city-wide data management report that tracks progress on youth violence.
- d. Additional project specific reports as needed and relevant throughout the year.

## **VII. Ethics/Conflicts of Interest**

Upon appointment to the Executive Committee, new members will be required to complete the City of Minneapolis ethics training for boards and commissions. As with all City of Minneapolis boards and commissions, the Youth Violence Prevention Executive Committee is subject to the Minneapolis Code of Ordinances Title 2 Chapter 15 ETHICS IN GOVERNMENT. The Executive Committee shall comply with the ethics and conflicts of interest policy as outlined in the code [http://www.ci.minneapolis.mn.us/www/groups/public/@clerk/documents/webcontent/convert\\_258695.pdf](http://www.ci.minneapolis.mn.us/www/groups/public/@clerk/documents/webcontent/convert_258695.pdf)