Terms of Reference

Capricorn Conservation Council

Youth Sub Committee

VERSION 3 18th April 2026

Capricorn Conservation Council acknowledge and respect the Traditional Owners and Elders of the Land and water we conserve and protect.

Terms of Reference for Capricorn Conservation Council Youth Sub Committee

1. Purpose

1.1 The Youth Sub Committee will work towards:

Raising youth voices for the protection of the environment- for this generation and the next. Raising awareness about environmental issues across the region. Working in collaboration with the CCC Coordinator and Committee to achieve outcomes.

The Youth Sub Committee was founded by Youths and its members are under 30 years old.

1.2 The Youth Sub Committee sets out to achieve:

Raising our voices to be heard by the wider community, council, local, state and national government- in collaboration with Capricorn Conservation Council Coordinator and Committee and Queensland Conservation Council.

Promoting and raising funding for projects that protect, conserve and enhance biodiversity across the region.

Collaborate with other not-for-profit groups, land care groups, schools, universities and more to protect, conserve and enhance biodiversity.

1.3 The Youth Sub Committee with adhere to:

The Strategic Plan 2026-2028 the Capricorn Conservation Council Constitution https://cccqld.org.au/policy/constitution/ and abide with Capricorn Conservation Council policies and procedures https://cccqld.org.au/policy/

2. Objectives

2.1 The Youth Sub Committee will provide guidance and desired outcomes for the future of our region's environment- across the community.

The Youth Sub Committee will provide advice to the CCC Coordinator, Committee and wider community on environmental issues across the region- and desired outcomes.

The Youth Sub Committee will work to protect, conserve and enhance biodiversity across Central Queensland.

The Youth Sub Committee will work in partnership with Capricorn Conservation Council to achieve our Purpose and Objectives.

3. Membership	**3.1** The Youth Sub Committee comprises the Chair-Flynn Nutsch nominated by the CCC Committee and CCC Coordinator. **3.2** Members of the Youth Sub Committee will preferably below the age of 30 **3.3** Members of the Youth Sub Committee must be CCC Members for insurance purposes. SIGN UP HERE:https://cccqld.org.au/get-involved/membership-donations/ The Coordinator will provide CCC x Toolbar T-Shirts to members of the Youth Sub Committee upon SIGN-UP. **3.4** Any member of the Youth Sub Committee or parties that engage with the Youth Sub Committee that are older than 18 must hold a Blue Card. **3.5** All Members of the Youth Sub Committee must complete an information consent form, photo consent form and medical consent form. **3.6** Capricorn Conservation Council Coordinator will take minutes. The Coordinator and Youth Sub Committee Chair coordinate meetings and set the Agenda. **3.7** The Chair of the Youth Sub Committee will Chair the meetings, set the Agenda and Direction for these meetings. The Chair will induct future Youth Sub Committee Members with the assistance and guidance of the CCC Coordinator. The Chair will promote the group to CCC Members and the wider community, with the assistance of the CCC Coordinator and Committee. **3.8** All minutes of Youth Sub Committee meetings are to be signed off by the Chair- Flynn Nutsch and CCC Coordinator Sophie George and presented to the CCC Committee. The CCC Committee will accept guidance, recommendations and advice from the Youth Sub Committee Chair, supported by the CCC Coordinator. **3.9** Location of each meeting will be determined by the Chair- these meetings will occur across the region- where convenient for the Chair, Sub Committee Members and CCC Coordinator. Meetings may be hybrid, face-to-face and/or online. **4.0** There will be a maximum of 6 Youth Sub Committee Members, and Quorum must be met to hold a meeting. All other Youths will be General Members and not required to attend all meetings.
4. Committee Procedures	**4.1 Process** The Youth Sub Committee will seek to: a) Represent the voice of the region's Youth to protect the environment into the future. b) Bring the voices of Youths across the Member's schools, friendship groups and peers- to protect the environment. c) Collaborate with Capricorn Conservation Council Coordinator, Committee, Members and the wider community to spread this voice. d) Provide advice, feedback and recommendations to the CCC Coordinator and Committee with the minutes of each Youth Sub COmmittee Meeting. e) Ensure two way consultation and communication between Chair-Flynn Nutsch and CCC Coordinator, Sophie George.

4.2 Decision Making

Decisions will be made by the following steps:

1) The Chair and CCC Coordinator informing Youth Sub Committee Members of the issues/items and providing all relevant information.

2) Discussion on the issue/items and ensure all members understand the issue/item

3) The CCC Coordinator or Chair may provide further advice and information regarding the issue/item

4) The Chair will call for a decision from the Youth Sub Committee at its first meeting the method of decision making e.g. consensus method, majority voting etc.

4.3 Minutes and Agendas

Minutes will be taken and distributed by CCC Coordinator Sophie George until a Youth Sub Committee Member is nominated or self-nominated to complete this role. Agendas will be compiled by the above in consultation with the Chair.

Agendas and minutes will be distributed within one week prior to the meeting. Minutes will be distributed within one week of the meeting.

4.4 Training

The Chair must receive Indigenous Cultural Awareness Training, this will be optional for other Youth Sub Committee Members.

The Coordinator will offer on-the-ground training to the Youth Sub Committee providing and sharing ecological, biological and environmental knowledge.

The Coordinator will call upon the Youth Sub Committee Chair and Members to assist in promoting, running and executing campaigns and events.

The Chair and Coordinator will seek to find training opportunities for the Youth Sub Committee where possible.

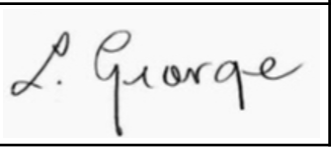
4.5 Funding

The Chair and Coordinator will actively seek funding for the Youth Sub Committee. The Chair and Coordinator may complete funding applications together on behalf of the Youth Sub Committee and Capricorn Conservation Council.

Capricorn Conservation Council will seek funding to provide assistive technology to the Chair and Youth Sub Committee.

The CCC Coordinator will provide ongoing funding opportunities to the Chair and Youth Sub Committee.

	4.6 Social Media The CCC Coordinator will promote the Youth Sub Committee on the CCC Facebook and Instagram- providing updates about the activities and achievements of the group. https://www.facebook.com/capricornconservationcouncil https://www.instagram.com/capricornconservationcouncil73 The Youth Committee must follow the CCC Social Media Policy: https://cccqld.org.au/policy/ The Youth Sub Committee will use the email: cccyouthchair@gmail.com the Chair is the administrator of this email address.
5. MEETINGS	The Youth Sub Committee scheduled meeting times will be determined at the first Youth Sub Committee meeting. Meetings may incorporate on the ground training, learning and environmental actions.

AUTHORISATION:	
This version was approved on:	18th April 2026
This version takes effect on:	18th April 2026
Authorised by:	CCC Mgt Committee
Chairperson:	Loretta George
Chairperson signature:	

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