**Structuring Youth-Led Meetings**

**YAC Site \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Leadership**

1. Do you have leadership roles (for example, president, secretary, etc)? If so, what are the positions and responsibilities?
2. How do you select who will be in those roles? Do you have elections?
3. If you have elections, how often do you do this and what is the process?

**Meetings**

1. Who plans your meetings?
2. How do you plan your meetings?
3. If you have youth in leadership roles, do they meet with the adult advisor regularly?
4. What is the basic agenda of your meetings? For example:
   1. Ice breaker
   2. Announcements
   3. Main focus
   4. Reflection and next steps

**Strategic Planning**

1. Do you have strategic planning meetings to discuss large-scale projects?
2. If so, how often?
3. Who participates in the strategic planning meetings?

**Other**

1. Are there any other things that your group or adult leader do to make sure youth are leading the group, meetings, and projects?
2. What are the other areas in your group where youth make decisions? Please explain.