



## **City of Monroe and City of Brodhead**

### **Preparing for your Youth in Government Role**

- Dress for success – business casual attire is appropriate.
- Be sure to silence and put away your cell phone.
- Bring your YIG binder and a pen to every meeting, so that you can be prepared to take notes.
- Arrive 5 minutes early to each function – give yourself time to catch your breath and collect your thoughts before each meeting.
- Review the City Committees, your respective responsibilities, and any other orientation materials thoroughly and as often as you need to.
- Stay attentive and listen carefully to all discussion. If you do not understand the discussion, don't be afraid to ask for clarification. No one is expecting you to understand everything right off the bat and will welcome your curiosity and questions.
- Whenever you speak, be sure to speak clearly, confidently, and loudly enough so everyone can hear you. Use direct eye contact whenever speaking. Remember that no one is judging you and that the committee members welcome and encourage your input - that's why they support the YIG program. If they didn't value your input, they wouldn't have a YIG program.
- Be aware of your body language. Relax and sit naturally but professionally. Avoid chewing gum, fidgeting with jewelry or hair, or other nervous habits like clicking your pen. It's normal and ok to be nervous, but there's no reason to be afraid either.
- Let your personality shine! You were chosen for this role because of your unique characteristics and potential to make a difference for your community. Have confidence in yourself!
- Stay current on local news and events by regularly reading the newspaper.