



NESAY Youth Advisory Committee

Terms of Reference

1. Purpose

The Youth Advisory Committee (YAC) has been developed to provide strategic advice and direction to NESAY to ensure that NESAY service provision is reflective and relevant to local youth need. NESAY wants to promote youth engagement and participation to assure that young people have a voice about current local issue that impact them.

2. Membership

- 6-8 young people recruited through open recruitment and nominations from NESAY team members
- Aged 16-25 years
- Membership will be for a 12-month tenure; however, this does not preclude members from nominating for a subsequent 12 months, with no cap on membership terms
- Preference is for a geographic spread of members representing the NESAY service footprint
- NESAY values a diversity of its members in regards to gender, sexuality, Aboriginal and Torres Strait Islander and ethnicity
- Through recruitment to the YAC, NESAY will aim to have representation that includes members who have a lived experience of either homelessness, school disengagement, out of home care or family conflict
- *Conclusion of membership will occur if;*
 - The young person resigns from the YAC
 - If the young person's actions are inappropriate or in breach of NESAY's code of conduct
 - If a young person fails to attend multiple meeting without contacting NESAY and NESAY is unable to contact them

3. Roles and function of YAC

The core tasks and responsibilities of the YAC is to assist NESAY to be able to deliver the best services for young people in North East Victoria, through:

- Attending meetings every 2 months at the NESAY office in Wangaratta
- Respond to email and text requests for contribution and feedback. Inform NESAY of any changes to details
- Being a representative voice for young people in North East Victoria
- Providing advice to the Board on key issues that affect young people in North East Victoria
- Providing feedback on agency achievements, improvement opportunities and service gaps

- Providing operational advice on new program development to ensure it meets the needs of the young people
- Assisting where possible in the creation/review of agency documents to ensure they are appropriate and accessible for young people
- Supporting the team in youth events and activities where possible and appropriate (e.g. AGM, Youth Week, Homelessness Matters Day etc)
- Identifying barriers that local young people are facing and finding new and innovative ways of engaging

4. Meetings

- Meetings will be held every two months at the NESAY office on Thursday's between 4:30-5:30pm (note that this may need to be changed to meet the needs of the members)
- Some members will need to connect to the meetings using "Zoom" or through the phone as it might not be possible for them to physically attend standard meetings. NESAY will cover costs associated with this
- YAC members are required to inform NESAY if they are unable attend meetings, ideally at least one day prior to the meeting
- Meetings will initially be facilitated by NESAY CEO (or delegate) and supported by one NESAY board member. Subsequent meeting roles (chair and minute taker) will rotate through YAC members
- YAC members may be invited to other sub committee meetings
- No quorum is required, however a minimum of half the members would be required to enable effective and representative conversations and recommendations
- Any decisions to be made by the YAC will be made by consensus

5. Support and role of NESAY

- NESAY will provide snacks and drink for meetings
- Training and development will be provided as needed and when locally available
- NESAY CEO (or delegate) will be the YAC contact person and will coordinate meetings, agendas and any additional paperwork
- In between meetings contact will be made via text messages and email
- NESAY will provide reimbursement of \$20 to contribute to the costs of attending meeting

6. Values and guiding principles

YAC members will represent NESAY's values;

Inclusion – embracing diversity.

Respect – for all people.

Integrity – in all we do.

Innovation – to meet current and future needs.

Accountability – transparency in all we do.

We will work together to provide an environment in which;

- All members feel safe
- Meetings are inclusive

- There is open-mindedness about others perspectives
- There is willingness to work collaboratively

7. Code of conduct

Each committee member will be provided with a copy of NESAY's Code of Conduct and is expected to be consistent with the principles outlined.

8. Reporting

The YAC meeting minutes will be included in the Board agenda papers and activities will be reported by the Board member who attends this group.

9. Amendments

The Terms of Reference will be reviewed annually. If they are required to be altered prior to this they may be adapted to meet the current need of YAC members.