

## **Bayside Youth Ambassadors (BYA)**

### **1. Purpose**

The Bayside Youth Ambassador's (BYA) program aims to empower young people from diverse backgrounds with lived experience by providing a platform to cultivate leadership skills, enhance community connection, engage in civic participation, and elevate their voices in the decision-making processes that impact their community life.

The BYA provides a platform for interaction and information sharing between council and young people. It provides an opportunity for young people to participate, learn and develop skills in civic processes and participate in, support and lead community and youth initiatives, projects, and events in partnership with the Youth Projects and Partnership's Officer (YPP Officer).

The Bayside Youth Ambassadors are one of the mechanisms for council to connect with and identify the needs of young people.

### **2. Objectives**

The objectives of BYA are to:

- Build confidence, skills, and knowledge in young people through training topics such as leadership, advocacy, and project management.
- To work alongside the YPP Officer to implement a staged induction of the council process, expectations and, together establish a clear understanding of the expectations, roles, and the parameters of their role and of an initiative, program and/or event.
- Provide opportunities for input into strategies, program direction and initiatives which have an impact on young people and the community.
- Promote young people as being integral members of the community.
- Create positive change with young people acting as leaders and role models within the community.

### **3. Membership**

The Bayside Youth Ambassadors membership will consist of:

- a) A minimum of 10 and a maximum of 15 young people aged between 12 and 25 years who live, work, study or have significant ties to Bayside City Council.
- b) Members who fall within the age category of 18 to 25 will be inducted as peer leaders to the younger members. Additionally, any members who are 18 years or over at any point during are required to apply for and hold a valid Working with Children Check – (Volunteer level minimum).

- c) Young people selected to be members of the committee should, when possible, comprise of a diverse mix of young people with respect to age, gender and sexual identity, cultural background, and location within the municipality.
- d) Applications for membership to fill committee vacancies will open in the first quarter of the calendar year with a maximum of 2-year membership, terms running from March to December.
- e) Candidates for Bayside Youth Ambassadors will be elected through a publicly advertised application form and application process.
- f) Bayside Youth Ambassadors applications will be assessed by a panel comprising of young people and the YPP Officer.
- g) Candidates who progress past the application stage will be required to interview with the panel. The panel will compromise of the YPP Officer and young people.
- h) Where a Bayside Youth Ambassador intends to leave the committee, they must do so by notifying the YPP Officer in writing (email or letter).

## 4. Term of Appointment

Nominations for membership will be called every two years at which half the Reference Group members will stand down. This will ensure each new BYA maintains experienced individuals. The maximum term for membership by an individual will be four years except for Council officer membership which will continue beyond the term of the Reference Group.

The maximum term may be extended for individual members at the discretion of Council in the circumstance where the ratio of new to experienced members is exceeded, to achieve age, culture, gender balance and geographical representation.

## 5. Appointments

Members will be appointed following a public advertisement process. Selection will be based on the desire to have a Reference Group which is representative of the diversity of young people of Bayside, as well as the individual merit presented by those nominating.

Selection criteria will include community members who:

- are residents of the City of Bayside or have strong links to Bayside; and
- are a member of a local school, community group or organisation.
- are able to commit to attending 80% of meetings

- Commitment to attending the induction and training
- Are passionate about creating positive change in the community

Membership will aim for a group representing a spread of ages, gender, cultures, geographical locations across the municipality and a range of areas of interest.

Council will advertise for nominations for young people in the local media, on Council's website, libraries, relevant social media platforms and other appropriate youth related venues.

Candidates will be elected through a formal application process including an interview.

## **6. Accountability**

Members of BYA are accountable for:

- Fostering collaboration
- Maintaining at all times the focus of the group on the role/purpose, outcomes and benefits
- Being positive role models in the community as representatives of Bayside City Council Youth Ambassadors committee

BYA members will commit to:

- Attending 80% of planned meetings
- Attending the Induction and training opportunities
- Will communicate with the YPP Officer prior to the meeting to confirm attendance
- Actively seeking views and opinions of young people and identifying relevant issues to be brought to the notice of the group.
- Undertaking the duties of the role of chairperson and secretary on a rotating roster
- Proposing items for meeting agendas, by contacting the chairperson or contributing to the meetings
- Actively participating in discussions at meetings and on the Microsoft teams channel
- Being open minded to diverse views and opinions
- Communicating any issues or concerns with the YPP Officer.

Council will:

- Provide accurate and timely information

- Provide reasonable time to have input into discussions
- Conduct ongoing “health checks’ to verify the overall status and “health” of the group
- The YPP Officer will ensure to guide the Youth Ambassadors through the entire process of a project while establishing realistic expectations and timelines.
- The YPP Officer will identify opportunities to partner with internal departments to upskill participants, share skills and pool existing resources and expertise within the organisation.

## 7. Meeting Procedures

### 7.1 Meetings of BYA

- a) BYA will meet fortnightly with an annual schedule published during the first quarter of the year. As some meetings may involve project-based work, the Family, Youth & Wellbeing Manager is only required to attend where relevant. Additional meetings will be determined on a needs basis providing leadership development opportunities for group members.
- b) Feedback and input from members may be sourced through means other than meetings. Meetings will be structured in a way as to ensure maximum participation and inclusion. Meetings will be held monthly for 1.5 hours at Sandringham Library.

### 7.2 Attendance of non-members

- a) The committee may invite relevant Council Officers, other guests, experts and/or young people to attend meetings in an advisory capacity, for a specified purpose and for a maximum of 20-minute timeslot. The BYA members set meeting agendas and confirm non-member attendees. The Youth Ambassadors members reserve the right to limit non-committee attendees at meetings. BYA meetings are not open for public viewing.
- b) Council Officers and external groups and parties wishing to consult with the YAC must submit a request form outlining the purpose of the request. The form must be submitted at a minimum of one month prior to the BYA meeting they wish to attend. This will allow ample time for BYA to prepare a meeting agenda which includes potential consultative opportunities for young people on plans or strategies that impact their community.

## 7.3 Chairperson

Meetings will be chaired by a member of BYA on a rotating basis. The roster will be decided by the group at the first meeting of the year.

The chairperson will:

- Check the minutes of the previous meeting.
- Do a call out for agenda items
- Prepare and distribute the agendas and supporting paper one week prior to the meeting
- Create a distribute the agenda one week prior to the meeting
- Officially open the meetings.
- Conduct the meeting in order of the agenda.
- Confine discussion to the agenda item and within time, still allowing free and, if necessary, formal debate.
- Give all those wishing to speak an opportunity to do so, to see that their remarks are addressed to and allow no private discussion or personal matter to be introduced.
- Close the meeting ensuring all matters are attended to

Youth Services staff will provide mentoring and support to the chairperson as required.

## 7.4 Secretary

The role of the Secretary will be undertaken by a member of BYA on a rotating basis. The roster will be decided by the group at the first meeting of the year.

The Secretary will:

- Prepares and distributes the minutes

Youth Services staff will provide mentoring and support to the Secretary as required.

## 7.5 Conflicts of Interest

A member with a conflict of interest, or perceived conflict of interest, in a matter before BYA must declare their interest prior to discussion of the item. This will be a standing item on the agenda.

## 8. Reporting

BYA will review its activities on an annual basis.

## **9. Review of the Terms of Reference**

The Terms of Reference will be reviewed annually at the first meeting of the calendar year.