Name: Monash Young Persons Reference Group (MYPRG)

**Aim and mission**
The aim of MYPRG is to be the voice and inspiration of Young People in Monash. The MYPRG is an inclusive group of young people, committed to creating greater connections between young people and Monash Council. To achieve its mission, the MYPRG are guided by the following:

- Advocacy
- Cultivate community awareness
- Inclusiveness and valuing diversity
- Personal initiative
- Open-mindedness
- Inspirational leadership
- Action and personal example

The MYPRG will undertake to involve young people in:
- The development of Council processes, policies and strategies including the Monash Youth Action Plan,
- Identifying and promoting issues of importance to young people in Monash, and;
- Creating opportunities for young people to meaningfully participate in civic life.

**Membership**
The MYPRG membership will consist of up to 21 members and may include representation as follows:

- Two councillors,
- Representatives from the community aged 14 – 25 who live, go to school, work or access a service in the City of Monash,
- Members may continue in the role of an MYPRG mentor while they are 26 years old, on the condition that there is not waiting list for membership.

All MYPRG positions are voluntary positions.
Selection process
Potential members must submit an application form in writing, after which they will be interviewed by the selection panel and a report written to Council recommending their membership be endorsed.

Requirements for members (criteria)
Reference Group members will be able to demonstrate:

- Knowledge and understanding of the needs and issues affecting young people
- An interest and/or involvement in local and/or broader affairs, advocacy and networks
- An interest and understanding of Local Government policies, services and/or programs

Council will aim to achieve representation from different cultural backgrounds, different geographical areas across Monash and have an age and gender balance.

Terms of Appointment
- Appointments will be for a two year term. Retiring members shall have the right to seek re-appointment to the MYPRG.
- The membership of the Reference Group will be reviewed as part of the on-going review and implementation of the Youth Action Plan.
- The operations of the Reference Group will be evaluated every two years to ensure it continues to be effective and relevant.
- Members are free to resign at any time. The resignation must be received by the Chair in writing and will be effective from the date nominated.
- New members will be recruited as the need arises.
- Members who do not attend three (3) consecutive meetings or have frequent absences may be required to forfeit their membership.
- Where a member of the Reference Group is unable to attend a meeting, they should send their apologies to the Council Officer. In their absence, another existing group member may represent their views.

Meeting Frequency and Duration
- The MYPRG will meet once every month for a duration of two hours.
- It is expected that each member attend a minimum of 60% of all meetings.
- Under special circumstances a meeting may be cancelled and rescheduled.

Decisions and Quorum
- Decisions of the Reference Group will determined by a majority vote. In the event of a vote occurring being tied, the Chairperson shall have the deciding vote.
- 50% plus one of the current membership shall constitute a quorum
Working Groups
The MYPRG may establish Working Groups/Parties to address specific issues as they arise.

Role of Councillor
- To provide a direct liaison between Council and the MYPRG
- To table issues and concerns to Council on behalf of the MYPRG
- To nominate another Councillor to attend meetings in his/her absence if available.

Roles of MYPRG members

The Reference Group will elect members to fulfil the following roles and responsibilities. Youth representatives will hold the positions of Chair, Deputy Chair, Treasurer, Media Representative, Event Coordinator and Photographer. The positions shall be held for one year before re-nomination. All youth members are eligible to stand for election to these positions and may stand for re-election.

Role of MYPRG Chairperson
The Chairperson is responsible for ensuring that the Reference Group operates in an effective manner within the Terms of Reference. The Chair shall endeavour to ensure that all members have a fair and reasonable opportunity to contribute to the Group and meetings. Any group member may put forward a motion for consideration at an MYPRG meeting.

The chair shall:
- Nominate a group member for the taking of minutes. Minutes for each meeting will be typed and distributed by a council officer.
- Chair meetings
- Introduce guest speakers and facilitate discussion e.g. by posing appropriate questions and feeding back to speakers,
- Summarise discussion and clarify actions,
- Keep the group to time,
- Ensure all speakers are heard,
- Lead by example in terms of appropriate behaviour etc.,
- Delegate tasks and check their progress,
- Meet outside the regular meeting with council officers to plan meetings and projects,
- Provide leadership.

Role of MYPRG Deputy Chair
- Take Chair role in their absence.

Role of MYPRG Treasurer
- Liaise with council officer to manage budget.
Role of MYPRG Media Representatives (two representatives may hold this position)
- Write proactive articles for the MYPRG
- Promote events and inform wider community about issues and about the MYPRG,
- Media watch,
- Liaise with Council PR department,
- Prepare media release requests,
- Update MYPRG webpage and facebook,

Role of MYPRG Events coordinator (two representatives may hold this position)
- Assist with the coordination of projects and events,
- Organise social events as required.

Role of MYPRG Photographer
- Take photos and video at meetings and events,
- With permissions, upload and share photo/video in timely manner.

Executive Support
- A Council Officer from each of Monash Youth and Family Services and Monash Community Planning and Development will provide Executive Support to MYPRG, including implementation of the MYPRG, provision of input and advice as required and some administrative support.

Accountability
- MYPRG members have an active role to provide feedback and advice to Council on issues relating to young people within the municipality
- MYPRG members participate in discussions at monthly meetings
- MYPRG members to follow up on actions identified in the meetings
- MYPRG assist with the development of an annual report to Council on its activities and achievements for the year

Evaluation and Review
- The MYPRG Terms of Reference and membership will be reviewed and evaluated on an bi-annual basis
- The activities of the reference group shall be reported to Council on an as-needs basis.

Reimbursement of expenses
In special circumstances, individual members of the Reference Group will be reimbursed for transport costs they have incurred for participating in approved meetings and related activities.

To be reviewed March 2015