



MONASH ~~YOUTH COMMITTEE~~ ~~YOUNG PERSONS REFERENCE GROUP~~

TERMS OF REFERENCE

Name: ~~Monash Youth Committee (MYC) Monash Young Persons Reference Group (MYPRG)~~

Aim and mission

The aim of ~~MYC MYPRG~~ is to be the voice and inspiration of Young People in Monash. The ~~MYPRG MYC~~ is an inclusive group of young people, committed to creating greater connections between young people and Monash Council. To achieve its mission, the ~~MYC 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 ~~MYC 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.~~

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Membership

The ~~MYC MYPRG~~ membership will consist of up to ~~23 21~~ members and may include representation as follows:

- ~~Two eCouncillors appointed by Council.~~
- ~~Twenty one r~~Representatives from the community aged ~~15 4~~ –25 who live, go to school, work or access a service in the City of Monash.

• ~~Members may continue in the role of a n MYC MYPRG mentor while they are at~~ 26 years old, on the condition that there is no ~~t~~ waiting list for membership.

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All ~~MYC MYPRG~~ positions are voluntary positions.

Selection process

Potential Committee members (~~excluding Councillors~~) must submit an application form in writing, after which they will be interviewed by the selection panel which may be comprised of council officers, the chairperson or deputy and a Councillor.

~~and After which a report written to~~ New members will be included in the annual Council Report recommending their membership be endorsed.

Requirements for members (criteria for young people)

~~Committee 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.
- Ability to show commitment to the group by attending monthly meetings and participating in working groups.

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 to the Committee will be for a two year term. Retiring members shall have the right to seek re-appointment to the MYC-MYPRG. This provision does not apply to Councillors appointed to the Committee by Council.
- ~~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.~~

Attendance

- Members (with the exception of Councillors) who do not attend two (2) consecutive meetings, and do not submit a formal apology, will be required to meet with the appropriate Council Officer issued a formal warning to indicate that they need to evaluate to discuss their commitment to the group.
- Members (with the exception of Councillors) who do not attend three (3) consecutive meetings or miss four (4) meetings in a twelve (12) month period, calculated from the first meeting may be required to forfeit their membership.
- Where a member of the Committee is unable to attend a meeting, they should send their apologies to the Council Officer. In their the member's absence, another existing group member may represent their views.

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Meeting Frequency and Duration

- The MYC, MYPRG will meet once every month for a duration of two hours.
- It is recommended that each Working Group meet, with support from Council Officers, either online or in-person for a catch-up meeting during the gap between official meetings.
- Under special circumstances a meeting may be cancelled and rescheduled.
- ~~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 Committee 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
- * Council Officers, and Councillors are considered as ex officio members of the Committee, therefore do not have voting rights

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Working Groups

MYC will establish Working Groups/Parties to address specific issues/projects in the community. There will be a maximum of 4 (four) working groups, with the recommended amount being 3 (three) groups, with an equal amount of members in each working group.

~~The MYPRG may establish Working Groups/Parties to address specific issues as they arise.~~

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Role of Councillor

- To provide a direct liaison between Council and the MYC, MYPRG
- To table issues and concerns to Council on behalf of the MYC, 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, PR Representative(s), Events Leader(s). 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,
- *—Provide written thank you to guest 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.
- *—Meet outside the regular meeting with council officers to plan meetings and projects,
- *—Lead by example in terms of appropriate behaviour etc.,
- *—Assist Chair in running meetings and with general responsibilities

Role of MYPRG Treasurer

- *—Liaise with council officer to manage budget,
- *—Facilitate projects,
- *—Collaborate with Events Coordinator(s).

Role of MYPRG Public Relations (PR) Representatives (two representatives may hold this position)

- *—Engage the wider community about issues affecting youth in the City of Monash
- *—Develop initiatives to raise the profile of MYPRG in the local community,
- *—Aim to write 2 articles for the MYPRG,

- Updating MYPRG about relevant media/marketing related topics in the Bulletin and Leader,
- Liaise with Council PR department,
- Prepare media release requests,
- Update MYPRG webpage and utilise MYFS Facebook to promote MYPRG issues.

Role of MYPRG Events Leader (two representatives may hold this position)

- Manage and allocate working groups,
- Assist with the coordination of projects and events,
- Take photos at events and with permission upload and share photo/video on MYFS social media.

MYC Directly Elected Positions

- Once every year On an annual basis the Committee will elect members to fulfil the following roles and responsibilities. Youth representatives will hold the positions of Chair, Deputy Chair, (1) Community Engagement Officer and Activities Officer.

MYC Non-Elected Positions

- One 'Project Leader' will also be elected by each of the smaller working groups. Directly elected office bearers can hold the position of Project Leader

MYC Executive

- The 'Executive is the name given to the 4 members of MYC that are directly elected into a leadership role, they are expected to develop the short/medium and long-term strategic goals and direction of MYC and ensure the committee is active and relevant to changing times. The Non-Elected Project Leaders may attend Executive meetings and voice their opinions but will remain non-voting members of the Executive.

Role of MYC Chairperson

- The Chairperson is responsible for ensuring that the Committee operates in a productive manner and works towards its short/medium/long term goals. Their role is comprised of three broad categories; Meeting Duties, Leadership Duties and External Duties.

Meetings Duties:

- Facilitate the monthly MYC Meeting by liaising with relevant parties before the meeting, conducting a productive and fair meeting and ensuring that relevant points are followed up after the meeting.

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- o Leadership Duties:
- ~~The Chair should also~~ Liaise with relevant stakeholders to ensure that the group is promoting a fair and inclusive environment for leadership and potential to be recognised and promoted. This includes by meeting with members outside of meeting, supported by Council Officers, to identify ways to improve their experience in the group and working with relevant stakeholders to improve member satisfaction.

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- o External Duties:
- Ensure a positive relationship with external stakeholders including but not limited to Council Staff, Councillors, Local Members of Parliament, Monash Community, other Council committees/reference groups and local youth groups to empower youth all across the community.

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- Role of MYC Deputy Chair
- ~~The Deputy Chairperson is r~~Responsible for ensuring that the Committee operates in a productive manner and working towards its short/medium/long term goals. Their role is comprised of three broad categories; Administrative Duties, Meeting Duties and Working Group Duties.

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- o Administrative Duties:
- The Deputy-Chair is responsible for the effective management of MYC Documents and ensuring that all members have access to relevant documentation. They are also responsible for the management of digital communication of MYC and ensuring that digital databases are up to date and contain accurate documents.

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- o Meetings Duties:
- ~~The Deputy Chair will a~~Assist the Chair in ensuring that the meeting ~~will~~is be conducted ~~in~~as a productive and fair meeting and ensuring that all documents for the meetings are organised and minuted.

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- o Working Group Duties:
- ~~The Deputy Chair is r~~Responsible for the management for the Working Group Initiative by overseeing the projects of each group and ensure they are done in a productive manner and are provided with all relevant tools and aid, thus acting as the point of call for the Project Leaders.

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▪ **Role of MYC Community Engagement Officer**

▪ ~~The role of the Community Engagement Officer is to~~ **To liaise with and engage the wider community about issues affecting youth in the City of Monash and develop initiatives to raise the profile of MYC in the local community.**

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▪ **Role of MYC Activities Officer**

▪ ~~The role of the Activities Officer is to be r~~ **Responsible for the efficient planning, coordination, execution and review of particular specific campaigns or events.**

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▪ **Role of Project Leaders**

▪ ~~In their respective groups, Project Leaders~~ **To lead their respective team members to perform their roles efficiently so that the project goals are achieved. In addition, they Project Leaders review and give individual feedback to improve the skills of the team members so that performance of the project improves**

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Executive Council Officer 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.~~

▪ ~~Two (2) Council Officers will provide Executive S~~ **upport to MYC, including implementation of the MYC, provision of input and advice as required and some administrative support.**

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Accountability

▪ ~~MYC MYPRG~~ members have an active role to provide feedback and advice to Council on issues relating to young people within the municipality.

▪ ~~MYC MYPRG~~ members participate in discussions at monthly meetings.

▪ ~~MYC MYPRG~~ members to follow up on actions identified in the meetings.

▪ ~~MYC MYPRG~~ assist with the development of an annual report to Council on its activities and achievements for the year.

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Evaluation and Review

▪ ~~The MYC MYPRG~~ Terms of Reference and membership will be reviewed and evaluated on an ~~_____~~ bi-annual basis.

▪ The activities of the ~~Committee reference group~~ shall be reported to Council ~~on an as-needs basis~~ annually.

Reimbursement of expenses

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