

Metro Youth Advisory Group

Terms of Reference 2022

Background:

The Centre for Multicultural Youth (CMY) seeks to recognise young people as 'experts' in our work to ensure that they are understood, accurately represented and influential in Australian society. CMY's intended outcomes for young people include having access to a range of opportunities to tell their stories and promote their views and ideas on issues they care about. CMY seeks to provide channels of influence that enable them to occupy leadership positions and promote understanding, including the establishment of a metropolitan Youth Advisory Group (YAG).

Purpose of YAG:

The YAG provides an opportunity for young people from refugee and migrant backgrounds to have input into the CMY's work and implementation. CMY seeks to work alongside young people to ensure that their voices and ideas are expressed in the work we do. We aim to support YAG members to develop personal networks and have some fun along the way.

At the Orientation Retreat, the YAG will decide on their priorities for the year. The YAG will then scope the current work of CMY, consult with young people and external stakeholders relevant to the priority areas. These findings will be transpired into a youth-informed state-wide forum and output decided upon, along with CMY's Sector development and Policy team. The YAG will also collaborate with other Leadership Groups within CMY to share experiences, perspectives, ideas and solutions, to provide a complex overview of the experiences of all young people working with CMY to Executive Management and CMY's Board.

Membership:

To ensure a greater number of young people have the opportunity to participate in YAG, membership will be limited to 2 years with a review after the first year. New members will be recruited in March each year culminating in new and existing YAG members participating each year to ensure consistency, continuity and the transfer of knowledge and information from one year to the next. This will also allow more experienced YAG members to informally mentor and support new members.

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Decision Making:

Decisions relating to the work of CMY will sit ultimately with the CMY Board and implemented via management structures and CMY staff.

Decisions relating to the work of the YAG will be based on consensus, consultative and voting decision making processes among YAG members. YAG members are expected to raise and address concerns, and provide alternative options in discussions, when consulted for Youth Leadership or advocacy decisions.

Frequency:

The YAG meets 10 times per year and there is a requirement to attend a minimum of 80% of meetings per year. Meetings take place, for approx. 2 hours from 6 – 8pm on the first Tuesday of each month. There will be the option for these meetings to take place in person at CMY's Carlton Office, 304 Drummond St, or online via Zoom. This will be decided upon as a group at the Orientation Retreat, and may be adapted to suit specific circumstances throughout the year.

Roles and Responsibilities:

CMY will provide:

- Two staff members to facilitate and coordinate the YAG program, meetings and activities including liaising and supporting young people through capacity-building, training and developing social capital.
- A safely facilitated and catered Orientation Retreat including transportation, food and all activities.
- A nourishing dinner at each in-person meeting and YAG activities.
- An End of Year celebration and reflection event.
- Administration support and prompt and regular communication in between meetings and throughout the year.
- Twice yearly, honorary payment to recognise the value and contribution members are making to CMY, covering costs incurred as a result of participating in YAG.

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YAG members are expected to:

- Attend the Orientation Retreat, and work with fellow YAG members to develop priorities for the year.
- Meet and consult with wide numbers of young people, relevant CMY staff and external stakeholders on the focus areas.
- Deliver a youth-informed state-wide forum and an output along with CMY's Sector development and Policy team.
- Collaborate with youth leadership groups within CMY and present their progress, activities, findings, and recommendations to CMY Executive Management and the Board.
- Provide feedback and advice to CMY staff on matters relating to strategic planning, program development, youth service provision and youth issues.
- Provide advice on and help identify the aspirations and challenges placed on multicultural young people.
- Work alongside CMY staff to understand and inform their work and provide advice and guidance.
- Share and promote CMY services and programs to other young people.
- Read documents that are provided prior to meetings and contribute to discussions.
- Contribute to CMY reports and publications where relevant.
- Sign up to and contribute to regular updates for the CMY Youth Leadership communications including the e-Newsletter 'The Mix' and the Young Initiators Instagram account.
- YAG members are encouraged to participate in optional extra activities that may include stakeholder meetings, state-wide forums and media opportunities.
- Uphold CMY's Child Safety Standards including completing a Police Checks, Working with Children's Check, and a COVID-19 vaccination certificate in a timely manner.