

Youth-led Unit Committee of Management

Terms of Reference (TOR)

<p>Purpose</p>	<p>The Youth-led Unit (YLU) Committee of Management (CoM) is the key decision making structure to embed youth-led practice in the business unit.</p> <p>The CoM provides strategic direction, support and management to the YLU to implement, review and develop the Unit’s business plan. The CoM will work in partnership with CMY’s Programs and Services (P&S) management to oversee operations, successful delivery of service offerings and business development. The CoM are expected to actively support and promote the promotion of the YLU and its service offerings through their business and community networks.</p>
<p>Membership</p>	<ul style="list-style-type: none"> • Minimum of 8 and maximum of 12 members • Members must be between the age of 18 and 30 at the time of appointment and are from refugee or migrant backgrounds. • Members will either live, work or play in Victoria • 2 positions will be reserved for the YLU Project Lead and CMY Youth Intern, with voting rights • EOI recruitment process; with membership endorsed by the Project Lead and P&S management
<p>Staff Membership</p>	<p>YLU Project Lead, Mary Danckert Youth Intern</p>
<p>Membership term</p>	<p>1 + 1 + 1 year (Minimum 1 year term)</p> <p><i>Option available to re-apply after full term ends, if within age at the time of appointment</i></p>
<p>Roles / Responsibilities</p>	<p>Roles:</p> <ol style="list-style-type: none"> 1. Chair 2. Finance and Risk Management (supported by CMY Board liaison or champion) 3. Secretary – Youth Intern – Fixed position 4. General Members <p><i>(nominated by the CoM at the commencement of each term – 1 year)</i></p> <p>Each year the committee will set up and nominate no less than 2 members to sub-working groups which include:</p>

YLU Committee of Management (CoM): Terms of Reference (ToR)

	<ul style="list-style-type: none"> • Communications & Marketing • Partnerships & Stakeholders • Business Development <p>Key Responsibilities of CoM:</p> <ul style="list-style-type: none"> • Supporting business development opportunities by identifying and connecting potential clients and other stakeholders; reviewing and approving funding submissions and requests for quotes; and providing direction and advice on new service offerings. • Provide direction and guidance of the YLU’s communications and marketing including the approval of advocacy and position statements and campaigns. • Support the recruitment and development of YLU team structure including the approval of position descriptions and participation on YLU staff selection panels
<p>CoM Roles / Responsibilities</p>	<p>Chairperson:</p> <ul style="list-style-type: none"> • Chair meetings • Represent CMY’s YLU when called upon • Represent the CoM on issues and concerns to CMY • Set meeting date and times • Communicate and liaise with CMY P&S Management regarding strategy and direction <p>Finance and Risk Management:</p> <ul style="list-style-type: none"> • Monitor and review financial revenue and cost • Provide status report to CoM on a quarterly basis and an annual financial report • Communicate and liaise with CMY P&S Management regarding financial matters (& Finance Team where needed) <p>Secretary:</p> <ul style="list-style-type: none"> • Minutes and Agendas • Administration support <p>General members:</p> <ul style="list-style-type: none"> • Decision making • Representation
<p>Monitoring and Reporting</p>	<ul style="list-style-type: none"> • YLU CoM updates Executive / CEO and CMY Board (quarterly) • Project Lead and Executive / Program Manager provides regular updates to the YLU Youth CoM (quarterly) • Project Lead to provide service impact report (bi-annually) • Terms of Reference review (annually)

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Duty of Care	<p>When committee members exercise their powers and responsibilities to act on behalf of CMY, they must:</p> <ul style="list-style-type: none"> • Exercise their powers with due care and diligence; • Ensure that any business decisions are made in good faith and in the best interests of CMY; • Not make improper use of information or their position for personal gain or to cause detriment to CMY; • Exercise powers in accordance with the rules of CMY • Accept and adhere to all other areas of duty of care as outlined in the position descriptions of each member
Meeting Schedule	<ul style="list-style-type: none"> • Minimum monthly meetings (additional meetings as needed for timely decisions relating to core business) • Annual strategic planning workshop • End of year celebration and reflection event • Training, development and networking opportunities, as required
Quorum	Half + 1 of members
Primary Venue	<p>CMY Carlton office, 304 Drummond St, Carlton 3053</p> <p><i>Online or hybrid option available, with no less than %50 of meetings held in-person</i></p>
Honorary Payment	<p>All members are to be paid an honorary payment to support their role on the CoM</p> <ul style="list-style-type: none"> • Payments will be processed half yearly • Members must fulfil their position description and maintain no less than 80% attendance rate
Agenda Preparation	<p>Secretary - Youth Intern</p> <p>Ph: 0438387810</p> <p>Email: dmaepu@cmymy.net.au</p> <ul style="list-style-type: none"> • Agenda items selected in alignment with business plan, execution plan and youth-led unit operations
Meeting Support and Papers	<p>Project Lead</p> <p>Ph: 0475400078</p> <p>Email: bhauraki@cmymy.net.au</p>
Minutes	Secretary- Youth Intern

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	Ph: 0438387810 Email: dmaepu@cmy.net.au
Advisory / Support Teams	YLU Project Lead Executive / Program Manager – Programs & Services Youth Leadership (P&S) Senior Manager – Business Development Executive / Senior Manager – Finance Executive Manager - People and Culture Senior Leadership Team (SLT) & Operational Leadership Group Action (OLGA) as required