

MB4Youth Youth Advisory Council Terms of Reference – 2003

Background

Due to the Government of Manitoba's commitment to youth across the province, a youth advisory council was established to provide feedback on a regular basis to the office of the Minister of Education, Citizenship and Youth. The MB4Youth Advisory Council will provide feedback and consultative advice on issues such as education, employment, careers, citizen engagement, leadership and on broader youth issues such as the environment and health.

Mandate

The MB4Youth Advisory Council will:

- recommend broad policy direction and suggest adaptations to youth programming in the areas of education, training, employment, career development, volunteerism, and leadership to the Department of Education to make programming more youth- friendly, pertinent and accessible;
- provide the government-wide Assistant Deputy Minister (ADM) Committee on Youth with strategies and recommendations to make departments' youth programming more pertinent and accessible;
- review and provide feedback on the Division's communication strategy and communication products like the MB4Youth web-site;
- assist and participate in youth conferences and events; and,
- increase awareness of programs and services to all youth, with emphasis on youth at risk.

Membership and Selection

- The MB4Youth Advisory Council is made up of youth who are leaders in their communities and schools. The Council is made up of a minimum of twelve and a maximum of fifteen Manitoba youth age 15 to 24.
- The Department's selection committee releases an annual call for applications. Selection of the Council is made to reflect the population of youth in Manitoba and include diverse perspectives: gender, regional, ethnicity and language. The selection committee forwards the names to the Minister of Education, Citizenship and Youth who does the final approval.
- Council members are committed to a one year term which begins September 1, 2003 and ends August 30, 2004. Council members can indicate their interest in a second consecutive term, which must be done by March 1, 2004. Members who have reached their 25 birthday by September 1, 2003 will not be eligible to apply. Open positions will be filled by an annual call for applications.

Council Positions

- The Council will elect a Chair who will serve for one year only. The Chair's responsibilities are to participate in all votes, chair all meetings, maintain groundrules, timeframes, and direction of meetings.
- The Department's Program Administrator will oversee the work of the Council and work closely with the Chair. Other staff may attend meetings on an ex-officio basis but neither the staff nor Program Administrator will have a vote.

Reporting

The MB4Youth Advisory Council will report to the Minister of Education, Citizenship and Youth and a designate in the MB4Youth Division.

Meetings

- The Council will meet two to four times at face to face meetings pending agenda topics. The Council will meet with the Minister of Education, Citizenship and Youth a minimum of once per year.
- It is expected that members of the Council will attend a minimum of 2 meetings and up to a maximum of 4 meetings a year. Every attempt should be made to ensure that each meeting of the Council include a minimum of eight (8) members.
- Email or scheduled teleconferences will be done on a monthly basis.
- Compensation for expenses incurred will be compensated in accordance with the Department's policy (see Appendix A)
- Dates of the meetings are to be determined by the Chair and Program Administrator.

Meeting Ground Rules

- The Chair will establish the agenda, which will be amended and approved at each meeting, and be responsible for ensuring that meetings follow the agenda issues and timelines.
- The Council agrees to adopt the agenda and minutes by consensus at the beginning of the next meeting.
- The Council will have a Secretary who is responsible for taking the minutes at face-to-face and teleconference meetings (Secretary to be Council member or staff).
- Council members are expected to come prepared for meetings, ex: read background material.
- Members are to be on time for council meeting meetings and events; if members are late, they exclude themselves from the current discussion until the next item on agenda.
- Council members are required to notify the Program Administrator if they are going to be late, absent or have a change in their itinerary.
- Council Members are to respect one another:
 - Only one person should talk at a time
 - Each member should actively listen
 - During debate members are to refrain from personal attacks
 - Respect each other's ideas and opinions, all ideas have merit
 - Speak clearly and audibly so everyone can here
 - What happens or said in the room stays in the room
 - Everyone has a chance to voice their point of view before a decision is made
- Ground rules can be added to, they are not set in stone.

Code of Conduct

- Unless for an emergency and without a valid reason, any member missing three meetings (including teleconferencing and online meetings) in one year, will be subject to dismissal.
- Council members are to respect each other, youth in the community, Department of Education, Citizenship and Youth, MB4Youth Division, and the Council itself.
- Members are to use good judgement and act in the best interest of the Council when attending events or meetings.

- Members are free to participate in any event or activity of their own choosing and on their own behalf. At their discretion, members can speak about their own experience on the Council, what the council is about, what it does and how it operates.
- If individuals want to represent the Council at public events, members must first check with the Program Administrator.
- If members write a letter to the press or attend a rally where the press is involved on behalf of the Council, they must first discuss and get approval from the Council.
- If members represent the Council at events or conferences, they must provide Council with a report at the next meeting.

Appendix A: Expenses

As a member of the MB4Youth Advisory Council you are eligible for the following expenses while travelling to attend council meetings or on approved council business:

Accommodation

The division will pay for hotel accommodations for members traveling more than 100 kilometers one way.

Travel

The division will pay for travel by Air or Bus.

The division will reimburse each member .34 cents per kilometer for travel by private vehicle.

Food

The division will pay for food unless otherwise provided:

Breakfast- \$5.85

Lunch- \$7.70

Dinner- \$14.05

Honorarium

The division will pay up to \$50.00 per meeting

Note:

- Eligibility for some of these items may depend on length of meeting, travel time etc.
- Members will need to submit an expense claim after each meeting for out-of-pocket expenses.
- The Program Administrator must approve Council business other than regular meetings before hand.
- If you are not sure or have any questions of what you would be eligible for please contact the Program Administrator.