

# headspace Bondi Junction Youth Reference Group Terms of Reference

## Scope

headspace is the National Youth Mental Health Foundation providing early intervention mental health services to 12-25 year olds. Each centre can help with mental health, physical health (including sexual health), alcohol and other drug or work and study issues. headspace Bondi Junction services young people within the Eastern Suburbs region of Sydney. headspace has a youth centred approach to participation; engaging young people in shared decision making about the service.

## YRG Mission Statement

The headspace Bondi Junction Youth Reference Group (YRG) is a group of up to 16 young people who advise headspace Bondi Junction on its operations. The YRG will give a voice to young people in promoting mental health awareness, reducing stigma and enhancing youth participation throughout the community.

## Purpose of the YRG

To give young people the opportunity to influence service delivery by advocating for issues that are relevant and matter to them, through:

- exchanging ideas and improving access to mental health services for young people.
- reducing stigma and increasing knowledge of mental health and the importance of early intervention within the community.
- ensuring headspace Bondi Junction meets the needs of young people in the region.
- advising headspace Bondi Junction on current youth topics and issues.
- providing guidance on headspace Bondi Junction focus areas.
- providing input on how headspace Bondi Junction can improve the experience of young people who walk through our door.
- brainstorming ideas on how we might reach young people in our community who need us most.
- helping headspace Bondi Junction evaluate what is working, and what is not working, and ensure we are regularly asking these questions.
- attending community events, schools presentations, sharing your story, creating social media content,
- collaborating with other relevant organisations, and
- any other means by which the YRG can enhance the operations of headspace Bondi Junction.

## Roles and Responsibilities of the YRG

- Contribute positively to the YRG
- Regularly attend meetings where possible. It is expected that members will attend at least 80% of meetings.
- Acknowledge that there may be times where it won't be possible to attend meetings, and be prepared to keep in touch during these times via Facebook, Hannah and email. Advise in advance of attendance at meetings.
- Volunteer time to develop projects and attend events.

- Be involved in online groups or be contactable between meetings so that ideas can be progressed
- Nurture an inclusive and respectful culture
- Respect members' confidentiality
- Take ownership of allocated tasks and ask for help if needed
- Support other members with their tasks where possible
- Work together and share responsibility for outcomes
- Act in a professional manner when representing headspace
- Refrain from expressing personal views as belonging to headspace
- Evaluate projects and activities for continual improvement

## Role of headspace Bondi Junction

The headspace Bondi Junction Community Engagement Officer (CEO) coordinates the YRG in close consultation with the Centre Manager and YRG members. headspace Bondi Junction are responsible for:

- Providing ongoing mentoring and support to YRG members in fulfilling their roles
- Identifying training needs for YRG members in youth leadership, mental health and other project-related areas, and providing such training
- Coordinating meetings and communications, and generally supervising the YRG
- Assisting the YRG in YRG led projects
- Keeping the YRG informed about headspace matters that are relevant to them
- Responding positively to YRG recommendations and supporting YRG initiatives

## Membership

YRG membership is open to young people between the ages of 16-25 who are interested in contributing to the work of the YRG.

The YRG values diversity and positively seeks to recruit members from diverse groups including Aboriginal and Torres Strait Islander, LGBTQI+, male and female, young people with disabilities, and young people who have lived experience of mental health issues.

YRG members are appointed for a year at a time, with a maximum two year term. One YRG member each year may be retained as a "mentor" to new YRG members. YRG membership will cease when members turn 26.

## Roles within the YRG

The YRG has a rotating Chair and Minute taker. Other roles / positions are created as needed to serve the YRG.

## Decision Making Process

- A minimum of 50% plus one of YRG members must be present to vote on decisions
- YRG decisions are to be by consensus or majority vote. Where a decision can't be made, input can be requested from a staff member.
- The YRG may make recommendations to headspace based on group decisions
- The YRG may request reasons from headspace if a recommendation is not followed

## Group Check In

At the beginning of each meeting everyone checks in to say how they are feeling. Time will be set aside at each meeting for YRG members to express and resolve any issues with the group.

## General

- The YRG meets on the first and third Wednesday of the month at **headspace** Bondi Junction from 5.30 to 7:00pm
- The Community Engagement Officer compiles the agenda in consultation with the YRG and Centre Manager.
- YRG members can have input on agenda by contacting the centre or via the Facebook discussion group
- The YRG members share responsibility for chairing meetings, time keeping and taking minutes
- Information is shared primarily on the Facebook or hannah discussion groups and through regular phone, email and Facebook message contact between YRG members and the Community Engagement Officer.

## Review and Evaluation of the Group

This Terms of Reference is to be evaluated at the end of each year and reviewed when new YRG members are recruited, and may be reviewed at any other time if required.

## Companion Documents

YRG Role Description, YRG Operations document.

Developed by YRG and Centre Manager December 2020.

**Approved** by Centre Manager: Antonia Ottavio

**Date:** 29 January 2021

Next review 1 Feb 2022