

## **Terms of Reference**

### **headspace Shepparton Youth Advisory Committee**

#### **Purpose**

The purpose of the **Youth Advisory Committee** (YAC) is to ensure **headspace** Shepparton service provision is youth friendly and relevant to young people. The YAC provides direction and input into the development of the service. This ensures young people have a voice about current health issues, youth participation activities and community awareness events.

#### **Membership**

- A maximum of 6 young people can be part of the YAC
- Young people aged 16-25 years will self-nominate into the YAC
- Diversity with respect to gender, sexuality, Aboriginal and Torres Strait Islander peoples, and ethnicity is highly valued
- The term of membership will be 12 months initially and subject to review at the end of each year. A person may self-nominate for each subsequent 12 months
- Membership will cease if:
  - the individual resigns of their own accord
  - if a young person's conduct and behaviour is deemed inappropriate; including but limited to being under the influence of an illicit substance
  - fails to attend three consecutive meetings without communication

#### **Roles**

The YAC has three main roles:

1. To **Participate** in YAC activities by:
  - Regularly attending YAC meetings
  - Responding to emails and requests for input and feedback
  - Regularly checking the **headspace** Shepparton Facebook group for updates and contribute to discussions
  - Actively participating and contributing at meetings
  - Representing **headspace** Shepparton at community and youth events
  - Providing input that ensures **headspace** Shepparton is a youth-friendly service
  - Evaluating service and activities when required

2. To **Support** the YAC by:

- Identifying barriers and finding new, creative ways of engaging with young people. This will include having particular regard to appropriately engaging young people who live in the Shepparton region, young Aboriginal and Torres Strait Islander peoples, LGBTI young people, homeless young people and young men
- Providing written and verbal responses into youth engagement activities and discussion topics

3. To **Promote** the YAC by:

- Demonstrating a positive representation of **headspace** Shepparton and of young people in the community
- Representing **headspace** Shepparton at community and youth events

### **Meetings**

- Meetings will be held monthly for approximately 3 hours (from 4-7pm at headspace centre)
- If a member is unable to attend the meeting, they are required to inform the Community Awareness Officer at least one day before the scheduled meeting.
- The meeting will be facilitated by the YAC Youth Leader and Supported by the Community Awareness Officer.
- The Community Awareness Officer is the main contact for YAC members, and all communication will be coordinated through this central point.
- Subject to their allocated position within the YAC, members will be invited to other event planning meetings or additional sub committees outside of the usual monthly meetings.

### **Communication**

Communication between **headspace** Shepparton and YAC members will be via phone call, text message, Facebook, e-mail and face to face contact. Regular communication is encouraged.

### **Support**

- Refreshments and snacks will be provided at all YAC meetings
- Training and skill development will be provided in accordance with the activities and events you will be involved with.

## **TERMS OF REFERENCE**

The Terms of Reference will be reviewed annually