

MB4Youth Advisory Council Terms of Reference

Background

The Government of Manitoba is committed to youth across the province. The Mb4Youth Advisory Council was established to provide feedback on a regular basis to the Minister of Education, Citizenship and Youth through the MB4Youth Division. The MB4Youth Advisory Council will provide feedback and consultative advice on issues such as education, employment, career development, citizen engagement, leadership and on broader youth issues such as environment and health.

Mandate

The MB4Youth Advisory Council will:

- Facilitate and participate in youth conferences and events;
- Recommend policy direction and suggest adaptations to youth programming and participate in focus groups in the areas of education, training, employment, career development, volunteerism, citizenship and leadership to the Department of Education, Citizenship and Youth to make programming more youth-friendly, pertinent and accessible;
- Collaborate with government-wide Assistant Deputy Minister (ADM) Committee on Youth and other intergovernmental agencies on strategies and action plans focusing on key youth issues;
- Review and provide feedback on the Division's communication strategy and communication products like the MB4Youth web-site;
- Increase awareness of programs and services to all youth.

Membership and Selection

- The MB4Youth Advisory Council is made up of youth who are leaders in their communities and schools. The Council is made of a minimum of twelve and a maximum of fifteen Manitoba youth age 15 – 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.
- Council members are committed to a one year term which begins September 1 and ends August 30. Council members can indicate their interest in a second or third consecutive term, which must be done by March 31. Members who have reached their 25th birthday by September 1 will not be eligible to re-apply. Open positions will be filled by an annual call for applications.
- The MB4Youth Advisory Council will have a working group focused on recruitment and selection of future MB4Youth Advisory Council members.

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 ground rules, time frames 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 through the MB4Youth Division in addition to providing an annual public report.

Meetings

- The Council will meet two or 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 includes 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
- Dates of the meetings are to be determined by the Chair and Program Administrator.

Meeting Ground Rules

- The Program Administrator will establish the agenda, which will be approved by the chair and amended and approved at each meeting by the council. The chair will 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.
- Council members are expected to come prepared for meetings, ex: read background material
- Members are to be on time for council meetings and events; if members are late they exclude themselves from the current discussion until the next item on the 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 others ideas and opinions, all ideas have merit
 - Speak clearly and audibly so everyone can hear
 - What happens or is 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, they are not set in stone.

Code of Conduct

- Unless for an emergency or without a valid reason, any member missing two 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 judgment and act in the best interest of the Council when attending events or meetings.
- Members are free to participate in an event or activity of their own choosing 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 a member writes 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 the Council with a report at the next meeting.

Appendix B MB4Youth Advisory Council Expenses

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

Accommodation

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

Travel

The divisions will pay for travel by Air or Bus, based on cost and timelines. The division will reimburse each member .34 cents per kilometer for travel by private vehicle. An expense claim must be filled out by council member to receive reimbursement.

Food

The divisions will pay for food unless otherwise provided. An expense claim must be filled out by council member to receive reimbursement.

Honorarium

The division will pay up to \$50.00 per meeting.

- For in-person meetings excluding conferences and youth town halls
- Council member must be present for entire meeting to receive honorarium
- Council member must actively participate in discussions to receive honorarium

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 meeting before hand.
- If you are not sure or have any questions of what you would be eligible for please contact the Program Administrator.