

# **Futures Young Voice**

## **Terms of Reference**

### **The name of the Group is Futures Young Voice**

The role of Futures Young Voice is:

To provide young people with the opportunity to express their views, make changes in their community and take responsibility for decisions that affect their lives.

### **The purpose is to:**

- be democratic
- give members of Futures Young Voice the opportunity to represent other young people in Area North and bring their views to meetings and sessions
- have access to people who make decisions locally that affect young people's lives
- create and maintain good links with decision makers in local organisations
- Act on issues that are important to young people and to work at its own pace
- Facilitate a safe space for young people to meet
- Working with community and youth involvement manager, provide drop in sessions and workshops on different subjects.
- Give access to young people to search for employment and support and Education

### **Ground rules**

- Take account that everyone is different, but equal and that tolerance, mutual respect and open mindedness are vitally important
- Be on time for meetings
- Respect each other
- Everyone to be treated fairly
- Respect each others opinions
- Don't make fun of others
- Allow people to voice their own opinions in a positive and appropriate manner
- Listen to others views
- Don't interrupt
- Get involved and participate
- Give each other encouragement
- Don't be afraid to express your views
- Be yourself
- Be polite
- Work together as a team
- Mobile phones to be switched off or on silent during meetings
- Enjoy it!

Sub groups can be established or changed as required.

## **Membership**

Membership is open to all young people aged 14 – 24yrs who live in Area North (Northwell, Bramingham, Icknield, Limbury and Sundon Park Wards) regardless of their Race, Colour, Gender, Disability, Culture, Religion, Sex or Sexual Orientation

- New members to be elected in January every year.
- An equal number of Female and Male representatives to be elected as much as possible.
- Young people aged 14 to 20 years some of who are from the harder to reach groups, are to be recruited
- An officer cannot be elected more than twice consecutively for the same post

## **Changes to the Terms of Reference**

- Amendments can be made to the Terms of Reference at an AGM or an Emergency General Meeting (EGM) may be called
- An EGM may be called if an emergency arises and a general meetings is not due

## **Election process**

- All current officers and Committee Members will stand down at the AGM where an election process will then take place, this will be chaired by an independent person (i.e. A community representative)
- All nominees must be proposed and seconded

## **Officers**

Full Forum

At the beginning of each year a Chair, Deputy Chair and Secretary will be elected by Young people, also a minimum of 12 Committee Members. The chair person will have a casting vote in any decisions

With the support of Community Involvement Manager and Community Workers their responsibilities include:

- Chairing meetings
- Agreeing agenda items for the meetings
- Encouraging participation from members
- Supporting administrative processes
- Mentoring new members
- Taking Notes

## **Meetings**

- Futures Young Voice will meet every 12weeks (4 times a year)
- Notes to be taken at meetings

## **Quorum for Meetings**

For a meeting of Futures Young Voice to be able to go ahead, a minimum of 6 young people have to attend.

## **Refreshments**

Refreshments will be provided at all meetings (Cold drinks, Fruit and Biscuits)

## **Attendance**

All members must advise in advance, if they are unable to attend a meeting.

## **Officer support**

The responsibilities of the Community Involvement Manager and Community Workers include the following:

- Coordinate Futures Young Voice
- Actively seek representation on the forum from a wide range of young people within Area North
- Assist young people who have difficulties participating in the forum
- Facilitate young people to make their own decisions and press for changes that they have identified
- Act as an advocate for Futures Young Voice and establish links with other Youth and
- Community programs
- Challenge, stimulate and support Futures Young Voice members
- Support the election process
- Promote Futures Young Voice

## **Councillors**

- Promote Futures Young Voice and generate wide support for young people's involvement in local politics and decisions
- Promote and champion issues raised at the meetings.

## **Benefits**

The chance to make a difference in your local Community.

## **EQUALITIES STATEMENT**

Futures Young Voice welcomes and represents young people who live in Area North (Northwell, Bramingham, Limbury, Ickneild, and Sundon Park Wards), regardless of disability, religion, sex, gender, sexual orientation or race.

Futures Young Voice will endeavour to ensure

- Equality of opportunity and treatment of all persons
- That every assistance will be provided to young people in regards to the elimination of harassment, direct or indirect discrimination
- Personal details of all young people will be kept confidential as appropriate
- Futures Young Voice will review and monitor details and action plans to ensure that the equal opportunities policy is adhered to at all times.

**23<sup>rd</sup> January 2014**

