**Terms of Reference**

**headspace Shepparton Youth Advisory Council**

**Purpose**

The purpose of the **Youth Advisory Council** (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 YRG
* 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
  + 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

1. 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

1. 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 1 hours (from 4-5pm 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 YRG 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 aligned with activities and events

**Individual Y.A.C Roles**The Y.A.C has 6 members and 3 different roles. **Y.A.C Leader (One position available per year)**1)Attends Consortium meetings (Every 3rd Thursdays of the month from 4-6pm)   
2) Reports to consortium on YAC activities  
3) Minutes and Chairs YAC meetings  
4) is the key contact for the YAC with the **headspace** centre.5) Attend Youth Advocates Program training, and Youth Mental Health First Aid training. **Y.A.C Community Awareness Leader (One position available per year)**1)Attends the Subcommittee meetings (once a month, Tuesday from 9-10.30am)   
2) Reports to Subcommittee on YAC and ‘Headspace Volunteer Crew’.   
3) Organises and keeps the ‘headspace Volunteer Crew’ in the loop with the YAC and volunteering opportunities.   
4) Reports at Monthy YAC meetings.   
5) Attend Youth Advocates Program training, and Youth Mental Health First Aid training.  
  
**Y.A.C Group Facilitators (Four positions Available per year)**  
1) Attends monthly YAC meetings  
2) Co-designs, Implements and Facilitates small groups at the headspace shepparton centre with direction from staff.   
3) Reports back to YAC on individual Group facilitation.   
4) Has direct supervision by Community Awareness Officer (staff member).   
5) Attend Youth Advocates Program training, and Youth Mental Health First Aid training.  
  
**headspace Shepparton Volunteer Crew (Max 20 per year)**1)Join the headspace private group (Facilitated by the YAC community Awareness Leader)2) Volunteer for events and stall as they come up during the year.3) No standard commitment timeframe.  **TERMS OF REFERENCE**  
The Terms of Reference will be reviewed annually   
Last reviewed 24/11/17