



Youth Advisory Group Document of Operations/Terms of Reference

The Youth Advisory Group is made up of 8 members in total. These members include:

- one youth elected from each CUC region (4)
- one Youth Observer to the CUC Board of Trustees (YOB)
- two adults, one from the East, one from the West (2)
- Director of Lifespan Learning (DLL)

Terms on the Youth Advisory Group

1. Youth representatives from the 4 regions:
 - Two year rotating terms
 - Odd years: BC and Central
 - Even years: Western and Eastern
2. Adult representatives from Eastern Canada (Central & Eastern) and Western Canada (BC And Western)
 - Two year rotating term
 - Odd years: West
 - Even years: East
3. Youth Observer to the Board
 - One year position
 - Recommend carry over to September Board meeting to mentor incoming YOB

Selection of Members

1. Youth

Youth are selected by democratic vote directly from/with youth within the region. Deadline for application is two weeks before the Regional Fall Gathering (RFG); with elections held at RFG.

2. Adults

Applications are to be submitted to the DLL three months prior to CanUUdle. The DLL will bring all applications to the YAG. The decision will be made by YAG based on balance required and merit of applications. The decision will be announced at CanUUdle.

3. YOB

Automatic – leads the YOB election process and gets material out to CUC youth.

4. DLL

Automatic.

Responsibilities for the youth application lie with the current youth representatives on YAG in collaboration with Regional YACs to ensure that it happens.

Responsibilities for the adult application process lie with the DLL. The DLL will send out requests for applications and then present them to the YAG. The YAG will decide two months prior to CanUUdle so the successful applicant has sufficient time to make travel arrangements to attend CanUUdle.

Removal of Member

In the unfortunate event that there are concerns about a YAG member's performance, these concerns should first be brought to the attention of the DLL. The DLL, in consultation with two youth YAG members, will decide on the process appropriate to the situation. It is recognized that this process will be compassionate to all people involved and follows our covenant.

Functions

Youth

- Each youth representative is responsible for two way communication with their YAC six times a year: September, November, January, March, May and July.

- Give YAG information at Info/Input form at the Regional Fall Gathering. If they cannot attend, send a report for a YAC member to read

Adults

- Coordinate national youth advisor network

Youth Observer to the Board

- Bring CUC Board agenda to YAG as soon as it is received. Invite feedback through e-mail conversations. Have phone call. Write YAG report and take it to the Board meeting. After the meeting the YOB then sends a report back to the YAG

Youth and Adults

- Social Justice – find a project based on brainstorming from CanUUdle – create a program for local and/or regional implementation.

CanUUdle

- Planning starts one year in advance
- CanUUdle Staff Selection team is made up of two youth and one adult. One of the two youth should be a representative from the region where the AC&M is being held.
- Select CanUUdle staff by June 30th
- Provide position descriptions
- Act as ongoing resource/support to staff
- Provide previous year's planning notes, evaluations, youth report, budget and wrap up reports
- Through the DLL, educate the staff regarding the financial guidelines and process. Provide staff with expense reports, etc.
- Act as a resource to the host committee
- AC&M Program Planning Youth – connect
- One YAG member to run/oversee/do the business meeting portion at CanUUdle
- The YAG sends out a survey and compiles the results. The results then are sent out on the web and in the pre-packet as the draft youth document. This document is then revised at CanUUdle and presented by the YOB.

Rotating Functions

Rotating functions are assigned at the YAG's December retreat. Each outgoing member prepares a binder to hand over to the incoming member. Rotating functions and their descriptions include:

YAG Meeting Coordination

- This incredible lucky person gets to coordinate the December Retreat and our meeting at CanUUdle.

Deadline Enforcer or Spirit Guru

- This position is deemed to be a youth position. They are responsible for maintaining the living "to do" list on the website. They are also responsible for surveys.

Conference Call Person

- This person delegates people to perform the following functions: set the agenda; scribe; action items; job jotter; facilitator. This person also sets the dates for the conference call and assigns daisy chain link.

Adult to Support YOB

- Self-explanatory.

Web Person Liaison/PR person

- In cooperation with YAG, develop information and send out to congregational leaders.

DLL

- This function is clearly spelled out in the December documentation.

Social Justice Coordinator

- No real description on this position as of yet.

Concerns Voiced at the Meeting

1. Monitor the Eastern region elections for youth
2. Young adult position as a 9th person on this body. This was tabled for long term conversation.
3. Adult Board member – again, this was tabled for long term discussion.