



IARS' Youth Advisory Board

Terms of Reference

1. About Independent Academic Research Studies International Institute

IARS International Institute is a UK-based leading, international think-tank with a charitable mission to give everyone a chance to forge a safer, fairer and more inclusive society.

We achieve our charitable aims by producing evidence-based solutions to current social problems, sharing best practice and by supporting young people and the community to shape decision making. IARS is an international expert in criminal justice, restorative justice, human rights and inclusion, citizenship, public service and user-led research.

2. Youth Advisory Board (YAB)

IARS began as a pan European networking and idea sharing platform for young people. **IARS** is committed to empowering young people to influence policy and practice. It is for this reason that **IARS** regards role of young people within the organisation as crucial. To accommodate this ideology, **IARS** has created an independent body of young people aged 15 - 29 named the **Youth Advisory Board (YAB)** who will take on responsibility for evaluating and steering the work of the organisation. It is important that **IARS'** work incorporates the views of young people in its projects and therefore the YAB provides the means for this to be achieved.

The **YAB** will consist of no more than 20 members with a quorum of 3 members who will meet, at a minimum every three months but it is possible for the YAB to meet every month also. The aim of these meetings will be to evaluate and discuss **IARS** projects and operations as well as to respond to youth policy issues in the community.

3. The role of the YAB

- The **YAB** has been created to serve as an independent youth-led and youth focused panel, with the objective to empower young people, make a tangible change to youth policy and give their unfiltered perspectives on the work done by **IARS**.
- Each member of the **YAB** must agree to deliver their role for one year minimum, after which there will be a review.
- Each **YAB** member will be required to sign an agreement of their role and commitments
- Through the agreement of roles each member is taking on a responsibility to attend each group meeting and to come prepared for each meeting.
- All of the members of the **YAB** must decide and agree together, the boundaries and expectations of the members.
- Each member is expected to be well organised and to read agendas and relevant paperwork ahead of each meeting.

4. Membership attributes:

Proactive
Diverse
Passionate
Committed
Volunteerism
Self-Managing
User or Ex user of youth services
Aware of youth issues
Ambitious

Campaigner
Networker
Advocate
Computer Skills
Organised
Get involved
Team player
Optimistic

5. Accountability:

The **IARS Project Coordinator (PC)** will be responsible for communicating group meetings back to the **IARS Project Team** and vice versa.

6. Meetings

- The dates of future meetings will be discussed periodically will be expected to be quarterly (every three months) or monthly of necessary
- Venue of the meetings will be decided by the group, **IARS** offices will provide free room bookings if desired
- Organised by the PC
- Topics discussed will be generated by the previous meeting and the PC
- Meetings will be arranged via email by the PC
- When available Trustees will be invited with the group's permission
- Each **YAB** member will take it in turn to be the minute-taker and chair
- YAB representatives will be invited to IARS Trustees Board meetings that are taking place quarterly.

7. Sharing of information and resources (including confidential materials)

- The **YAB** will have access to **IARS** office resources such as computers, telephone, fax and internet if desired.
- There is a small budget for the **YAB** and any requests will need to go through the secretary.
- Group members share information and resources via a closed **YAB** group on Facebook
- The Facebook group will also be a space to post policy and allow for discussion outside of meetings
- Confidential materials will be kept in the **IARS** shared drive

8. Review Process

Every **YAB** member after appointment needs to sign a declaration of willingness to act as the YAB member and agree to all responsibilities enclosed in the Terms of Reference before he or she may contribute at any meeting of the YAB.

The **YAB** will be reviewed annually

Two members of the **YAB** must retire at each review, those longest in office retiring first and the choice between any of equal service being made by drawing lots.

A retiring **YAB** member who remains qualified may be reappointed for a maximum of 2 consecutive terms of office.

A **YAB** member's term of office automatically terminates if he or she:

- 1- Is absent from 3 consecutive **YAB** meetings within a 6 month period and is asked by the majority of the other **YAB** members to resign;
- 2- Resigns by written notice to the **YAB** (but only if at least five **YAB** members remain in office)

The **YAB** may at any time co-opt any individual young person who is qualified to be appointed as a YAB member to fill a vacancy in their number. The co-opted **YAB** member holds office only until the next review.

9. The Role of IARS

A **YAB** member will occasionally be given the opportunity to represent the views of the **YAB** at a trustees meeting, so that young people's views form the youth projects.

IARS will be able to assist and support the **YAB** through the role of the PC who will be the main point of contact for the **YAB** secretary (the secretary is appointed by the YAB and can revolve from member to member, the secretary will take minutes and share these with the PC), the PC will be the main point of contact between the **YAB** and **IARS'** staff members.

IARS will also induct the **YAB** team at the beginning of their term a brief breakdown of all the projects and policy areas that the organisation covers as well as introducing each member of staff. This is to ensure the **YAB** team are fully aware and understand the work and vision of **IARS** to enable them to make robust, effective and relevant recommendations in their term.

10. Access Requirements

Please specify any access requirements you have for attending meetings or communicating between meetings (e.g.: wheelchair access, hearing induction loop, large print papers)

On completion of their term, members of the YAB will receive certification for their contributions to the project if they have upheld their responsibilities under the Terms of Reference.

Date:

Name:

Signature: