



# **Terms of Reference – Sunshine Coast Young Leaders Academy**

## **1. Context**

The Sunshine Coast Young Leaders Academy is a comprehensive program, where participants will develop essential leadership skills and gain a deep understanding of participatory and community leadership practices, enabling them to drive sustainable and positive change in their localities. Sunshine Coast Young Leaders Academy is for young people aged 16-24 years, living, working or studying in the Sunshine Coast Council Local Government Area.

The Sunshine Coast Young Leaders Academy's ultimate goal is to produce graduates who not only possess a deep understanding of council operations but also actively embrace their roles as responsible and engaged citizens. By doing so, we aim to nurture a generation of leaders who will actively contribute to the betterment of their communities and the region as a whole.

The program will support and equip young people to identify and develop project initiatives which respond to a need or opportunity within their local communities and go after their goals.

## **2. Guiding principles**

The Guiding Principles of the Group align with Council's guiding principles for boards and committees, which are:

- Consider broader community interests
- Being mindful of legal and Council requirements
- Being accountable to Council and the community
- Support council's vision to be Australia's most sustainable region- healthy, smart, creative
- Acting respectfully and responsibly.

## **3. Membership**

### **Membership Eligibility**

Membership will be invited from young people who live, work or study on the Sunshine Coast aged between 16 and 24 years at the date of nomination.

**Geographic representation**

The Academy will aim to include young people from across our LGA to ensure different divisions are represented.

**Diversity and inclusion**

The Academy will ensure that diversity and inclusion is considered when applications are shortlisted.

Council will make every effort to ensure that barriers to participation in the Academy are minimised and or eliminated. The Academy will be a space where diversity will be recognized, respected and embraced.

**Number of Members**

Sunshine Coast Young Leaders Academy membership will comprise a maximum of twelve (12) members.

**Membership Terms**

Members will be appointed for a one-year period commencing in January 2024. Once members have completed a year in the Academy, they are then given the opportunity to be mentors for the following years cohort. Selection of members will be based on the demonstration of their contribution to their community and their desire to grow in healthy leadership practices.

**Appointment of Members**

Nominations will be called for in October 2023. Sunshine Coast Council will invite young people to join the Sunshine Coast Young Leaders Academy via an Expression of Interest process that is advertised widely by Sunshine Coast Council. Membership will be determined by a selection panel of council representatives, and Manager Community Planning & Development and /or Group Executive Economic & Community Development approval for appointment will be required.

A reserve list of eligible members will be developed to fill any vacancies that may arise.

**Responsibility of Members**

Members are expected to commit and participate productively and meaningfully to the shared goals in line with the Young Leaders Academy, both during and in-between meetings. Productive membership could include behaviours such as listening with attention to others ideas, opinions and concerns. Speaking with intention that will add value to group goals and intentions. As well as endeavouring to contribute to the overall functioning and wellbeing of the group.

**Resignation of Members**

An appointed committee member can resign their membership at any time by formally notifying Sunshine Coast Council's Youth Development Officer of their decision in writing.

### **Conflict Resolution for Members**

When it comes to conflict or breach of terms, every effort will be made by the Youth Development Officer to reconcile and respond to concerns or conflict in a way that seeks the betterment of both the member and the academy as a whole.

Resolutions will be sought in cases of:

- Non-attendance, without reasonable excuse, to two (2) or more consecutive meetings
- Unresolved conflict or
- Serious breaches of the Guiding Principles or Sunshine Coast Council's Code of Conduct or a serious contravention of the Local Government Act 1995

If resolution is not attainable from both parties perspective. Then membership can be revoked by Youth Development Officer with approval of Sunshine Coast Council's Manager Community Planning & Development.

Council will provide the member concerned a reasonable opportunity to be heard before being removed. The decision regarding dismissal from the membership shall be communicated in writing to that member forthwith by Sunshine Coast Council's Manager Community Planning & Development.

## **4. Meeting Procedures**

Council's Youth Development Officer will co-ordinate the Academy throughout the first two terms. The following two terms will be co-designed by the members of the Academy along with the Community Development team.

### **Duration and occurrence of meetings**

Throughout the first term of the Sunshine Coast Young Leaders Academy, meetings may take place once every week for 6 weeks. After this time, the Academy members will then decide on how often they feel they should meet as a group to achieve agreed outcomes. Each meeting will be held for approximately 2 hours (16:00-18:00) and each of the six meetings will involve dinner.

## **6. Confidentiality**

Discussions throughout the Academy will not be confidential unless marked as confidential. Where items are marked as confidential members must maintain such confidentiality.

### **Code of Conduct**

The Sunshine Coast Council's Code of Conduct shall apply to members of the Group. A copy of the Council's Code of Conduct will be provided to each member upon their appointment.

## **7. Media and Public Relations**

Official public comment on the Academy's movements may only be made by

Council representatives with agreement from Council's Communication Branch. Consideration will be given to the Academy's input in that comment.

Members of the Academy will be required to provide consent for media and public relations content to be used by Sunshine Coast Council.

## **8. Budget and Remuneration**

Participating in the Young Leaders Academy is completely free. Council will meet the administration costs of the Academy including, venue hire, catering, printing, publicity etc.

Contribution towards the program is considered voluntary and there will be no remuneration for academy members. Sunshine Coast Young Leaders Academy members may be reimbursed for travel costs, where prior agreement has been arranged. This will be formulated on an individual basis and will include the reimbursement of GO Travel funds to utilise public transport to attend meetings and sessions. A written agreement will detail the extent of expenses, dependent on the travel requirements.

As part of the program, participation in professional and personal development opportunities are essential components of the program. Council will meet the costs of the development opportunity signaled as requirements of the program with an expectation that all members attend.

Expenses for development opportunities promoted to the Academy from external organisations will not be met.

## **9. Evaluation and Review**

Informal verbal feedback will be gathered from members regarding the content of the meetings and ideas for future discussions.

Personal and professional development opportunities will be formally evaluated by members pre and post participation in the Academy. This will be achieved via written feedback, survey or polls, answering key assessment criteria to review relevance, participant enjoyment and learnings.

The annual review will include an analysis from attendees, assessing topics covered throughout the year; and significant events or undertakings.

A review of the Sunshine Coast Young Leaders Academy will be carried out to identify successes, challenges and areas of improvement for the group, along with general planning for the successive year.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_