

# **Wisconsin Balance of State Continuum of Care (WI BOSCOB)**

## **Youth Advisory Board Charter (YAB)**

*DRAFT - Updated November 2019*

### **Purpose**

The Youth Advisory Board (YAB) Committee's purpose is to ensure that youth have representation and a voice that pertains to all Balance of State business pertaining to ending homelessness for youth. This includes policies and procedures, new grant opportunities, focus groups, etc. This Committee will be responsible to ensure that information and input from youth and young adults is gathered and brought back to the membership in regards to working with youth and young adults. This Committee will also work collaboratively with all other youth providers in the Balance of State to vocalize gaps and needs pertaining to youth and young adults.

### **Chair and Membership**

According to the WI BOSCOB By-laws, the Chair of the Youth Advisory Committee must also be a member of the WI BOSCOB Board of Directors. The committee must self-select a recorder/secretary to document and retain accurate committee minutes. The Chair is responsible to work with other providers within the Balance of State to hold Youth Advisory Board Meetings 4 times a year in a variety of venues throughout the 69 counties served. The chair is also required to maintain historical documentation for committee agendas, minutes, and all relevant data collected from youth. The Chair is also responsible for calling and scheduling meetings, maintaining attendance records, ensuring match forms are completed and turned in and selecting a committee member to facilitate meetings in the Chair's absence.

New committee members can request membership by contacting the Committee Chair via email and requesting to become a member of YAB. Committee members are allowed no more than two unexcused absences in a calendar year. If there are extenuating circumstances, the chair reserves the right to allow a committee member, with more than two unexcused absences, the ability to remain on the committee.

Committee members that are resigning from their membership will be asked to contact the Committee Chair in writing stating that they will be resigning from the committee. The Committee Chair will then be responsible to update the Committee Google Document that they are no longer a member within 30 days. Agencies that desire a personal change for this committee will submit an email to the Committee Chair and update the Committee Google Document within 30 days of that personal change.

For EHH certification purposes, committee members will be considered active if the member has attended at least half of all full committee meetings. All members are asked to assist in facilitating at a minimum one quarterly youth meeting, as well as, participate with all youth events that may be scheduled throughout the year.

## **Duties and Responsibilities**

The committee is responsible for conducting four quarterly youth advisory board meetings per year, held throughout the 69 county area. During these meetings it is the responsibility of the chair to obtain all the suggestions that were proposed by the youth and inform those suggestions to the membership of the Balance of State as needed. The Committee is also responsible to meet at a minimum of 6 times per year as an adult committee to discuss the needs of youth, funding opportunities for youth services, and to hold one event per year that encourages youth participation and acknowledgement.

## **Structure, Meetings, and Procedures**

The full adult provider youth advisory board committee will meet every other month, at a minimum. Meetings will be held via "Go to Meeting". Youth Meetings will meet 4 times a year and will be held in person with youth and young adults. In lieu of a meeting, votes on critical items may be conducted over email. For email voting, a majority of all current members must email their vote to the chair for the vote to be considered binding. These votes will be kept for one year in the YAB folder.

It is anticipated that all adult provider YAB meetings will last no longer than one hour. The Chair will send out an email advising dates and times for the meetings and attach an internet link so all members are able to attend the scheduled meeting. Meetings agenda's will be based off from input from the committee members and the needs and wants of the Balance of State. This may include upcoming grant opportunities, upcoming youth events, and any other business.

Youth Meetings-These meetings will be planned several months ahead of time. The chair of the committee will work with the members to decide on where the meetings will be held. The chair and the members will reach out to the membership to secure a place for the meetings. Members that agree to hold these meetings will use the YAB Meeting Manual to assist in guiding the conversation of the meeting, setting up a venue, inviting youth and young adults, incentives, and reimbursement of food etc. All invoices for any YAB event will be sent to the chair in a timely manner and reimbursed by the treasurer of the BOS