

Hunter Multicultural Youth Network

Terms of Reference

Hunter Multicultural Youth Network (HMYN) is a network open to all services & organisations across the Newcastle Local Government and the Hunter Region that work with multicultural young people

Purpose: HMYN is a network committed to working on issues in the Newcastle Local Government and the wider Hunter Region that work with multicultural young people including those with a migrant background or refugee experience. HMYN is representative of, and open to all related organisations within the Newcastle LGA and Hunter Region. Our aim as a network is to advocate on behalf of multicultural young people and the sector workers from the Newcastle Local Government and the Hunter Region that work with multicultural young people, while providing opportunities for networking, partnerships, consultation, training and planning within the sector. HMYN is committed to access and equity, social justice, cultural relevance and diversity to guide our work for implementing positive change within the sector.

Objectives:

HMYN aims to:

1. Promote effective partnerships between agencies including NGO and Government, and the community to improve information sharing and support.
2. Address identified barriers for multicultural young people including those with a migrant background or refugee experience and the services that aim to support them, form subcommittees as required to address identified needs.
3. Raise the profile of Hunter Multicultural Youth Network and multicultural young people within the Newcastle LGA and Hunter Region in order to provide effective

service provision to young people with a migrant background or refugee experience

4. To be a conduit to receive, disseminate and forward filter information to and from homelessness peak bodies and other committee and networks that works to support multicultural young people including those with a migrant background or refugee experience and/or services within the sector that support them.

Code of Conduct

All participants are encouraged to abide by the following:

- To acknowledge and respect participant's professional and community views, information sharing, cultural and spiritual beliefs, and job role within their organisations.
- No discrimination on the grounds of sexuality, race, disability, religion, gender, age, marital status as per the NSW Anti-Discrimination Act.
- Equality of civil, political, social, economic and cultural rights of participants, individuals and communities.
- An atmosphere of participation and respect is encouraged.
- Confidentiality (where appropriate and identified) needs to be respected.

Membership & Service Representation on Hunter Multicultural Youth Network

Workers, volunteers and interested stakeholders from the multicultural youth and community service sector, inclusive of non- government, government, funded and unfunded groups who have a commitment to addressing the issues affecting multicultural young people in the Newcastle and the Hunter Region and have capacity for partnerships and activities to reduce barriers. Network membership (ideally 80%) to be made up of people that work face to face with multicultural young people.

Roles and Functional Structure

Roles:

Agenda: The Chairperson is responsible for formatting the agenda prior to the monthly meeting and forwarding it to the Network list. Any guest speakers or training information will be included in the agenda.

Chairperson: The Chair person is responsible for chairing the meeting according to the set agenda. In their absence another person from the group may be elected to chair.

Information Share and minutes: The Minute Taker is responsible for compiling and sending out the minutes and information share to the Network. All attendees will need to forward any inclusions to the Minute Taker within the week following the meeting and support in minute taking.

2 Member need to pass and approve minutes

3 Member are required to approved decisions at meetings

Functional Structure

Welcome to Country and Acknowledgement of Country – All meetings will begin with an acknowledgement of Country conducted by the Chair For special events and occasions a Welcome to Country may be arranged and conduct by an appropriate Aboriginal person. Acknowledgement and Welcome to Country will be held in accordance with the Reconciliation Australia Factsheet found-

<http://www.reconciliation.org.au/home/resources/factsheets/q-a-factsheets/welcome-to-and-acknowledgement-of-country>

Agenda – The agenda is set bi-monthly by the Chair. Members of the network can request items to be added to the agenda prior to the meeting. The agenda will be forwarded to HMYN Mailing list in the week prior to the meeting.

There is a standard pro-forma used and the substantive items are:

- Acknowledgement of Country
- Minutes and actions of the previous meeting
- Standard Agenda
 - Acknowledgment of Country
 - Approval of last Minutes
 - Youth Leadership
 - Partnership Projects
 - New Business
 - Emerging local trends
 - Info Share
- Details of next meeting

Dates – Bi-Monthly meetings dates are set towards the end of each year and sent out to the interagency group. The meetings are held on the 2nd Tuesday Bi-monthly

Decision Making – Decisions are made as motions are raised, put to the floor, moved and seconded. Decisions are then finalised by the general consensus of attendees at the meeting and recorded in the minutes.

Emerging Trends – Workers have the opportunity to raise any particular trends or issues they may have noticed within their service or community. This is recorded in the minutes, along with any major discussion points or actions. Subcommittees or working parties may be formed to address immediate issues.

Information Share – Workers can share information about services, programs or other upcoming activities or events. Any information shared should then be emailed to the Minutes Taker for inclusion in the minutes.

Mailing List – Hunter Multicultural Youth Network mailing list will be maintained and updated by the Chair. Updated contact details should be forwarded in a timely manner

Review Mechanisms – An annual review of the terms of reference and Network processes may be held at the start of each year to check the relevance of both. Additionally the Annual Chair and Roles are agreed upon, reviewing who is responsible for organising meeting dates, venues, agenda, minutes and correspondence.

Sub-Committees – Sub committees are formed through the identification of particular issues, events or projects which HMYN has agreed to address. Their role is to develop proposals for action and to address identified issues. Those interested in working on particular issues, events or projects are asked to form a subcommittee who meets on a monthly basis or as required. A convener is nominated, who is responsible for organising meeting dates, venues, agenda, minutes and reporting back to HMYN at meetings.

Times – HMYN meetings run 1.5 hours. Members are encouraged to arrive at 15 minutes early for a prompt start. If meetings are expected to run longer due to training or content, members will be notified prior to the meeting.

Venue – HMYN meetings are held at:

<i>Tighes Hill- TAFE- Building F - Ground floor (Zac's Office).</i>

This may change from time to time if required. Meeting venues are in the calendar that is sent out and also included in the agenda sent one week prior to the meeting.

Current Convener/s

- **Chairperson/s 2016/17**

Title: Community Youth Development Officer

Name: Astrid Gearin

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