

Youth Advisory Panel

Terms of Reference

The Youth Advisory Panel is a non-standing Committee established by the National Board to provide advice on issues important to young people and relevant to the Duke of Ed. It is a participation mechanism for young people enabling them to engage in the decision-making processes that affect the Duke of Ed.

The Panel will contribute to the vibrancy of the Duke of Ed and provide advice and insight relevant to assist the National Board, management and the Award Operating Authorities. The Panel will reflect the diversity of the Duke of Ed and contribute to building the leadership acumen in young people and Award Alumni, ultimately strengthening the leadership sustainability of the Duke of Ed.

1. OBJECTIVE

- 1.1 The Panel provides the Board and the CEO with the opportunity to consult and engage young people using a specifically appointed group.
- 1.2 The Panel will consider its own ideas and provide insight, advice and recommendations to the CEO and the National Board.
- 1.3 The Panel may also be engaged by Award Operating Authorities to provide advice.
- 1.4 The Panel provides an opportunity to deepen leadership development of the appointed young people. Panel members will be encouraged to consider leadership engagements within the Duke of Ed.
- 1.5 Panel members can be consulted individually or as a panel group.

2. AUTHORITY

- 2.1 The Panel was originally established as a Board Committee 1988 and again in 2013, being restructured as a panel in 2019.
- 2.2 The Terms of Reference were approved by the National Board on 13 September, 2019

3. TERM

- 3.1 Panel members will be appointed for 12 months and renewable for a maximum total term of 6 years or as otherwise determined by the CEO and ratified by the National Board.

4. COMPOSITION

- 4.1 The Panel shall consist of a minimum 5 and a maximum 20 members appointed by the National Board, delegated to the CEO.
- 4.2 The Panel will have a majority of its members as Duke of Ed Alumni (Award Holders). Panel members that are not Alumni will be invited to ensure diversity of input or a recognised representatives of peak youth bodies/Councils.
- 4.3 The Panel members must include representation from at least 3 different states and/or territories.
- 4.4 Panel members must be at least 18 years old and no older than 30 years old during their whole time of appointment.
- 4.5 When the Panel are called upon to meet as a group eg. whole of panel matter or a working party, they will elect a Chair unless otherwise appointed by the National Board as delegated to the CEO.

5. MEETINGS

- 5.1 A quorum for the Panel, when it meets as a structured committee group, shall be 5 members.

- 5.2 The meetings, when required, will be by teleconference unless otherwise approved by the CEO.

6. MINUTES

- 6.1 A National Office employee will provide secretariat support to the Panel, including minute taking. Minutes and reports will be provided to the National Board.

7. DUTIES & RESPONSIBILITIES

- 7.1 The Panel shall consider, but not be limited to, the following:
- 7.1.1 Requests from the National Board or CEO for informed views on a variety of matters where a younger insight is requested and/or required.
 - 7.1.2 The role and effectiveness of the Duke of Ed Framework for young people today and in the future.
 - 7.1.3 Consult stakeholders as required and as appropriate.
 - 7.1.4 Prepare recommendations to the CEO/ National Board, and/or other relevant decision-makers as appropriate.
 - 7.1.5 Monitor and report on trends relating to young people and youth-related policies and legislation.

8. ACCESS TO SUPPORT

- 8.1 The Panel members shall have access to the National Office employee nominated to provide it secretariat support.
- 8.2 No specific funds have been allocated for the work of the Panel or members being consulted individually.
- 8.3 Panel members may apply for financial assistance to meet reasonable travel expenses if so needed to attend face-to-face meetings, subject to approval by the National Board.
- 8.4 The Panel may recommend the Award consult independent experts where it is considered necessary to carry out its duties.

9. REPORTING

- 9.1 Minutes of the meetings of the Youth Advisory Panel will be provided to the National Board as part of a regular reporting cycle. Additional reporting may be requested from time to time and as needed.