



Volunteer role description

Subi Voice of Youth – Ordinary Member

Subi Voice of Youth (SVY) is a group of young people aged 12 to 25 who live, work or study within the City of Subiaco.



Branch:	Cultural Services
Position:	Subi Voice of Youth Ordinary Member
Estimated hours:	2 hours per month (more with special events or activities)
Location:	City of Subiaco Administration Centre, 241 Rokeby Road, Subiaco
SVY Coordinator:	Community Development Officer – Youth, Children & Families (08) 9237 9216 or svy@subiaco.wa.gov.au

Mission and Vision

- SVY is a group of young people aged twelve (12) to twenty five (25) who live, work or study within the City of Subiaco.
- The SVY seeks to provide programs, events and activities that are relevant to and serve the interests of young people who live, work and study in the city. SVY strives to be a voice for young people and advocate for young people on relevant topics and Council actions.
- SVY believes that young people should be recognised as an important part of the City of Subiaco. Through events and activities, SVY intend to attract new members, increase community awareness of youth affairs, promote a positive image of the youth population and support the development, wellbeing and aspirations of young people in the community.

Purpose

SVY group members:

- Are given opportunities to develop knowledge, skills and experience in leadership, communication, public speaking, team work, goal setting, civic affairs and planning and organising projects and events.
- Provide a voice for young people within the community through participation in the city's consultation processes.
- Develop an understanding of the city's responsibilities, enhancing their knowledge of civic affairs and governance.
- Assist the city to provide young people with information about city services, facilities and events through promoting youth activities and distributing information.
- Promote a positive image of young people in the community by increasing community awareness of youth affairs and encouraging youth participation in the community.



Key duties/responsibilities of Subi Voice of Youth Ordinary Members

- Where possible, attend and participate in all SVY meetings, training and development sessions.
- Provide input and advice to the city when opportunities arise, i.e. via the SVY Coordinator, consultation forums or surveys.
- Distribute information about city services, facilities and events amongst young people when opportunities arise. Distribution via friendship networks, school/university/work and social media (sharing posts from SVY social media).
- Promote the SVY positively to peers and the community.
- Represent the SVY in a positive manner at external meetings, functions, conferences, working groups and committees where appropriate and as requested.
- Develop and assist with the planning and implementation of youth projects and events where appropriate.
- Undertake specific duties at City of Subiaco events as requested, for example acting as emcee.
- Keep in strict confidence any sensitive information regarding the city and SVY.
- Take responsibility for personal safety and promote safe practices to all SVY members.
- Adhere to the Code of Conduct as specified in the SVY Terms of Reference.

Role requirements

- Aged between twelve and twenty five.
- Live, work or study within the City of Subiaco.
- Attend SVY ordinary meetings (held every two months on Wednesdays from 5:00pm to 6:30pm) and special events or activities as required.
- Good interpersonal skills, with an ability to work independently and as part of a team.
- Good organisation and ability to perform the key duties of the role.
- Ability to work in a non discriminatory manner with individuals from all backgrounds.

Benefits

- Opportunity to meet new people.
 - Friendly and supportive environment.
 - Contribute to the wellbeing of young people within the City of Subiaco.
 - Opportunities to build and develop skills in a range of areas, including events, project management, public speaking and leadership.
 - Networking opportunities within the City of Subiaco.
 - Time volunteering with SVY can contribute to school community service hours.
 - Meal supplied at SVY meetings.
 - Opportunities to complete training.
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Subi Voice of Youth - Code of Conduct

Excerpt from the SVY Terms of Reference (18/21384)

Membership

- The SVY will consist of up to fifteen (15) young people and one (1) SVY Coordinator appointed by the city (Community Development Officer – Youth, Children & Families). This includes five (5) Executive Committee members (President, Vice President, Secretary, Treasurer and Social Media Officer) and up to ten (10) ordinary members.

Meetings

Frequency and attendance

- SVY ordinary meetings are held every two months and are attended by members and the SVY Coordinator.
- The SVY Coordinator will provide an annual schedule of meeting dates at the beginning of each calendar year and confirm each meeting at least two weeks prior.
- Extraordinary meetings can be called by a decision of the SVY or by the SVY Coordinator. These are intended for a particular purpose or activity and any general business will be deferred to the next ordinary meeting.
- It is understood that from time to time members will be unable to attend meetings. If unable to attend members must send their apologies to the SVY Coordinator preferably one week prior and no later than 24 hours prior to the meeting. See Breaches to the Code of Conduct for unexplained absence procedures.
- If the SVY and SVY Coordinator feel it is required, the SVY may establish a sub-committee for special events or activities on a voluntary basis.

Attendance at additional meetings, events or activities

- The SVY Coordinator may request that SVY members attend city functions, events and activities or assist with the coordination of city youth events. Attendance at these functions, events and activities is not compulsory but members are encouraged to attend.

Code of Conduct

SVY Values

- The SVY is a team of proactive and self-motivated young people, who are guided by and seek to embody values of integrity, teamwork, transparency, respect, inclusivity and professionalism.

Code of Conduct

- All members are required to comply with the city's Volunteer Policy and Procedure Manual and Volunteer Handbook, failure to comply may result in a breach to the Code of Conduct.
- SVY members must send their apologies for meetings to the SVY Coordinator by phone,



text or email if they are unable to attend an SVY meeting. Members must send their apologies to the SVY Coordinator preferably one week prior and no later than 24 hours prior to the meeting. After three unexplained absences the SVY member may be asked to leave the SVY, unless there are exceptional circumstances. If an SVY member needs to miss more than three meetings because of unforeseen circumstances, then this should be discussed with the SVY Coordinator.

- SVY members must endeavour to contribute to SVY meetings and events to the best of their ability.
- SVY members must respect each other and what others have to say, and to acknowledge that everyone's opinion is valid.
- SVY members must not verbally abuse, name-call, bully or threaten other SVY members, elected members, city staff or members of the public in SVY meetings or at SVY events.
- SVY members must try to be fair and equitable in all decision making processes.
- SVY members must direct all queries from the media to the City of Subiaco and must refrain from commenting on behalf of the city.
- When a vote occurs, each member shall be entitled to one vote, with the President having the deciding vote if the vote is equally divided.
- SVY members must keep in strict confidence any sensitive information regarding the city and SVY.
- SVY members must take responsibility for personal safety, abide by any safety procedures or instructions given by the SVY Coordinator and promote safe practices to all SVY members.

Breaches to the Code of Conduct

- In the first instance the Manager Cultural Services will verbally warn the individual about their behaviour at a meeting arranged by the SVY Coordinator.
- In the second instance, Manager Cultural Services will give a written warning to the individual about their behaviour and they will be encouraged to meet with the SVY Coordinator to discuss the matter and to try and resolve the issue.
- If the inappropriate behaviour persists, then the SVY member will be asked to leave the SVY.

Delegation

Authority of members

- The Subi Voice of Youth is a consultative body and members do not have the authority or power to commit the City of Subiaco or any association, organisation, group or individual to expenditure without City of Subiaco endorsement.
- If members are requested to liaise with external stakeholders by the SVY Coordinator, for example to complete research, all communications must be approved by the SVY Coordinator prior and accurate records of communications must be provided.



Declaration

In signing this document the SVY Ordinary Member understands his/her position description including the responsibilities and requirements of the role. The member confirms that they have read and understood the SVY Terms of Reference and agrees to abide by the SVY Code of Conduct.

Name (SVY Member):

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Signed *Date*

Position held:

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Signed (SVY Member):

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Signed *Date*

Signed Parent/Guardian
(if SVY member is under 18
years of age):

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Signed *Date*