

IT GETS BETTER CANADA (“IGBC”)

YOUTH ADVISORY COMMITTEE

TERMS OF REFERENCE

PURPOSE

The Youth Advisory Committee will provide a meaningful and constructive voice for the 2SLGBTQ+ youth from coast-to-coast-to-coast, while advising IGBC on important social, recreational, and lifestyle issues concerning the 2SLGBTQ+ youth community. The Committee will also assist the IGBC Board in developing, implementing, measuring, and reporting on sustainable programs, events and initiatives, with a long-term focus that supports IGBC’s values, mission and goals.

MEMBERSHIP

The Committee shall be appointed by the Board and be chaired by the IGBC Executive Director.

The committee shall be comprised of the Executive Director and up to thirteen (13) additional youth members, subject to the following:

- all members should ideally **self-identify as 2SLGBTQ+**
- all **youth members** shall be 18 to 24 years of age and must have reached the age of majority in the Canadian province or territory where they reside.
- All members must agree to uphold **IGBC’s [Mission and Vision](#)** and possess relevant experience or **expertise**.
- Members agree to adhere to the [IGBC Code of Ethics](#). Members will also establish, together with guidance from the committee chair and the chair’s representative, working principles of appropriate conduct. This shall include an understanding of appropriate decorum when representing IGBC in the public realm.

- Should a vacancy occur on the Committee, the Board may **appoint a qualified youth** to fill that vacancy for the remainder of the vacant position's term.

The Board may remove any member of the Committee, as it deems necessary.

TERM

All youth committee members are appointed for a **one-year** term, and may be reappointed for subsequent one-year terms until the year they reach the age of 24.

SCOPE OF RESPONSIBILITIES

The responsibilities of the Committee include, but are not limited to:

- Participate in and amplify IGBC's impactful storytelling efforts – e.g., across its social media channels, in email newsletters, school workshops, during key efforts like Pride and 2SLGBTQ+ History Month, and other related activities.
- Contribute to strategic planning efforts that help craft future initiatives and other organizational programming that directly engage and involve 2SLGBTQ+ youth.
- Help identify new opportunities to connect with 2SLGBTQ+ young people, and assist in building the support of the organization's volunteers, staff and board of directors, donors, foundational partners, corporate sponsors, and other allies in those efforts.
- Develop experiences, skills, and relationships that will shape and nurture their development as future leaders of the

2SLGBTQ+ movement and as powerful advocates for social justice.

- Facilitate a minimum of two workshops in schools across the country during the year.
- Promote and support fundraising or program-related events and initiatives by attending and volunteering at these activities, to the level that committee members are able.

MEETINGS

The Committee will meet once per month, with a goal of meeting 12 times per year. With the understanding that some monthly meetings may need to be canceled, the committee commits to meeting a minimum of 10 times per year.

QUORUM

A majority of Committee members must be in attendance to establish quorum for the transaction of business at a Committee meeting.

STIPEND

Members will receive an annual stipend of \$1,500, paid in quarterly installments of \$375, upon satisfactory achievement of responsibilities listed above.

IGBC will issue a T4A income tax slip to each youth committee member for the stipend payments received in each calendar year.

Any additional expenses (e.g. supplies, travel costs, other out-of-pocket, etc.) require the prior written approval of the Executive Director before being incurred.

REPORTING/ACCOUNTABILITY

The Youth Advisory Committee is accountable to the Board of Directors and will be a standing committee of IGBC. The Committee chair shall submit minutes within ten (10) days of each Committee meeting to the Board of Directors as well as providing verbal and written reports at all Board meetings.

REVIEW

The Committee shall submit to the Board a **self-assessment** of its performance a minimum of every one year outlining how it is meeting each of the responsibilities of the Committee listed above.

The Committee shall also **review its Terms of Reference** for possible revision every two years at a minimum.

An **evaluation** of the performance of the Youth Advisory Committee in fulfilling its responsibilities may be conducted from time-to-time **by the Board**, as the Board deems necessary.

ROLE OF THE COMMITTEE CHAIR (the EXECUTIVE DIRECTOR)

- serve as **principal liaison** between the Committee and the Board of Directors.
- chair meetings and ensure **meeting minutes** are properly recorded.
- notify Committee members of each meeting and ensure they receive the **agenda, relevant documents and information in advance**.
- provide a **written and verbal update** at every meeting of the Board.

- provide a **written and verbal report** to the IGBC membership at each Annual General Meeting, and at Special Meetings of the Members, as may be required.
- Oversee and guide the activities of the Committee, including the participation of each individual youth member, especially with respect to outreach activities.