

TERMS OF REFERENCE

Purpose and Aim

The Youth Advisory Group has been established to give young people a voice about research undertaken at Telethon Kids Institute (the Institute).

Terms of Reference

The Youth Advisory Group is a sub-group of the Consumer & Community Council at Telethon Kids Institute and will provide or facilitate:

- Youth perspectives on research activities at the Institute
- Links between young people, the community and researchers at the Institute
- Advice and expertise on issues of interest, issues effecting young people and priorities for research
- Advocacy on behalf of young people
- Input into evaluation and reports on youth community involvement at the Institute
- Feedback on strategic planning and governance structures relating to youth community involvement in research at the Institute

Membership

Membership of the Youth Advisory Group will be up to:

- **10** youth community members (aged 14 – 25 years)
- Consumer Involvement Coordinator or delegate
- Telethon Kids Institute staff or delegate

The Chair of the Youth Advisory Group will be a youth community member. The Youth Advisory Group will have the authority to co-opt other members as needed or set up working parties for specific approved projects.

OPERATIONAL GUIDELINES

Roles

Chair of the Youth Advisory Group:

- Meet with the Community Involvement Coordinator prior to meetings to establish the agenda
- Represent the Youth Advisory Group as needed at events relevant to the group

Method of appointment

Youth consumer / community representatives will be appointed by the Community Engagement Manager.

Term

Members will be appointed for a three-year term and may apply for re-appointment for a further term.

Meetings

The Youth Advisory Group will meet **4** times a year. The meetings will be no longer than two hours. The members will decide the meeting times. Members are expected to pre-read meeting documents and if necessary, consult with other internal and external groups. Youth Advisory Group members may also be consulted between meetings if needed.

Quorum

A quorum shall consist of **half plus 1** member. In the absence of a quorum, any discussion or decisions will require signing off by the Youth Advisory Group members either prior to or at the next meeting.

Payment and Support

Youth community members will be offered an honorarium of \$50 per hour for each Youth Advisory Group meeting attended, to acknowledge their contribution of time and any associated out of pocket expenses.

All paperwork relating to the Youth Advisory Group meetings will be supplied at least one week prior to the Youth Advisory Group meeting.

Youth Advisory Group members will be offered an opportunity to attend training on consumer and community involvement in research at the Institute. There will not be any cost to Youth Advisory Group members for taking part in training.

Terms of Reference

The Youth Advisory Group Terms of Reference will be reviewed annually.