



YMCA
YOUTH
PARLIAMENT
South Australia



Youth Parliament
Taskforce FAQs



YMCA YOUTH **PARLIAMENT** South Australia

YMCA SOUTH AUSTRALIA
YOUTH PARLIAMENT TASKFORCE
Frequently Asked Questions 2021

What is the Youth Parliament Taskforce?

The Taskforce is made up of a selected group of 16 young people (plus the elected Youth Governor) who have previously been involved in the program. They take on leadership roles bringing the YMCA South Australia Youth Parliament program to life. They do a lot of the “behind the scenes” organisation and planning, while also mentoring the teams of Youth Parliamentarians and support them to write and debate their Youth Bills.

Without the time, expertise, commitment, and dedication volunteered by each “Taskie” the Youth Parliament program would not be possible.

Who manages the Taskforce?

Youth Parliament is managed by the YMCA South Australia staff. The program is supported by the Head of Community Strengthening, Marion Modra, and the Youth Empowerment team supports the Taskforce to organise and run the Program. The team are:

- Susan Britza, Youth Parliament Coordinator
- Amy Mackenzie, Youth Empowerment Camping Director

What does the Taskforce do?

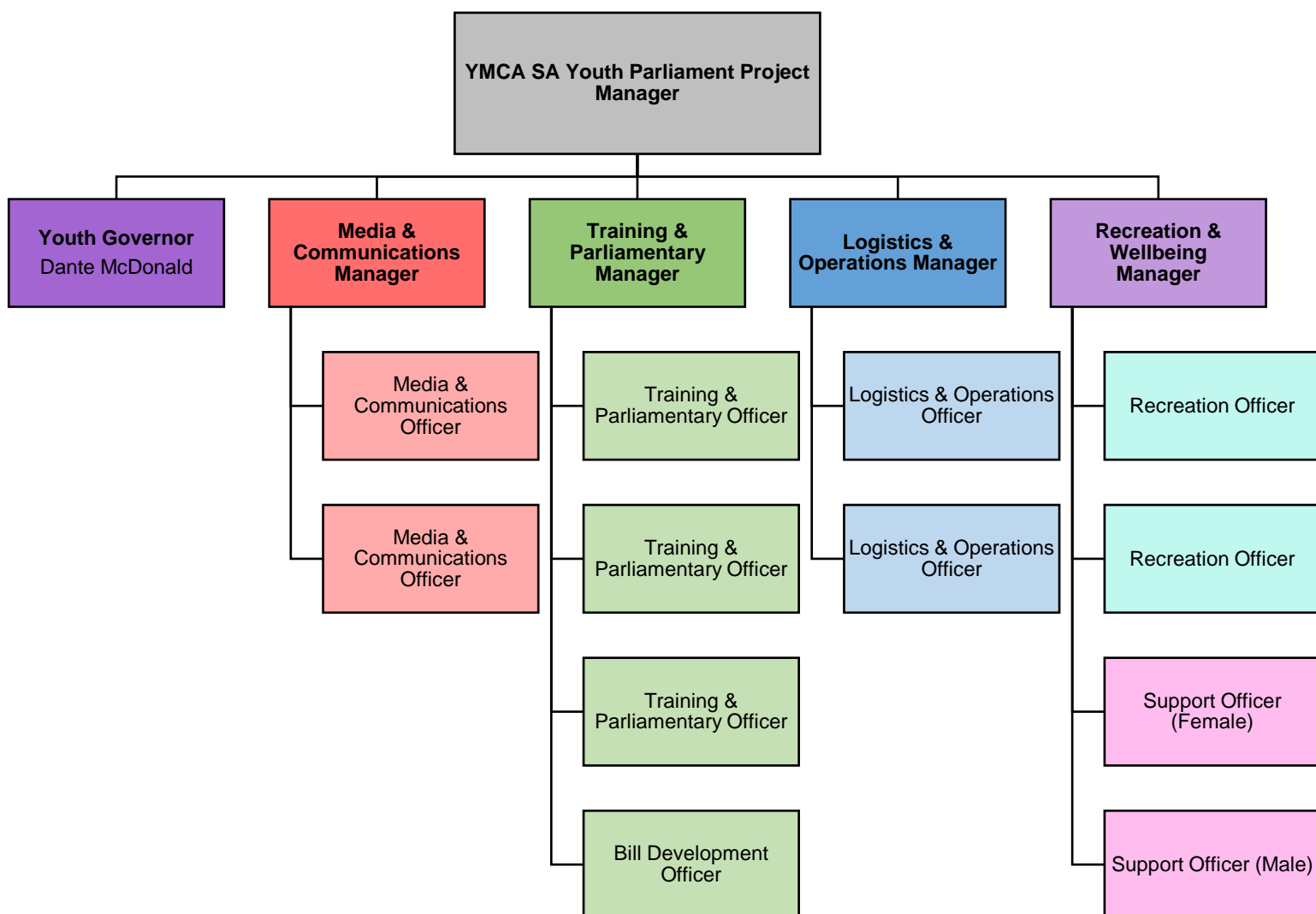
Taskforce members are first and foremost members of the team who put the program together. This means they –

- Support all fellow Taskforce members and share responsibility for team performance and results
- Attend and actively contribute to all meetings
- Communicate openly and share regular updates, successes, and challenges with the team
- Complete tasks to a high standard and within the agreed timeframe
- Work in a professional manner always
- Commit to continual learning and skill development

Secondly, they are mentors who support participants and assist teams to complete all aspects of the program. This means they –

- Support and mentor a team of participants
- Create and encourage a positive, inclusive culture among participants
- Coordinate and run team meetings
- Assist your team to develop and write a Youth Bill
- Encourage your team to engage with their community on issues they care about
- Support your team through all aspects of the program (e.g. training weekend, Bill development, Parliament Week).

What are the positions on Taskforce for 2021?



What changes have been made for 2021?

From feedback received from the 2020 Taskforce, the structure for the 2021 has changed slightly. The *Logistics & Wellbeing* portfolio has been divided into two portfolios with better focus. The *Logistics & Operations* portfolios will now handle the coordination, scheduling, day-to-day operations, and event management. The *Recreation & Wellbeing* portfolio is responsible for the social and emotion wellbeing of the participants and Taskforce, while also balancing the program with fun and inclusive activities.

However, should there need to be a review on Taskforce numbers based on applicants, numbers, and preferences, this will be done with the best interest of the program in mind.

About the Taskforce Roles

Media & Communications Portfolio

The Media & Communications (MAC) portfolio is responsible for the development and deployment of the media and public relation elements of the Youth Parliament. The team has specific responsibility over the marketing and publicity of the program, promotion of the program and assisting in recruitment, managing participants-specific media, coordinating campaign and advocacy related projects, coordinating a social media presence during Parliament, and managing press and radio communications.

A strong focus on regional and rural engagement is required in 2021.

Training & Parliamentary Portfolio

The Training & Parliamentary (TAP) portfolio is responsible for development and deployment of the parliamentary, leadership, and training elements of the Youth Parliament. The team has specific responsibility over the development of the training resources, the management of the Bill development process, the development of and facilitation of training sessions at Training Weekend, the development and deployment of all leadership elements including elections, and development and deployment of all parliamentary elements including scripts, scheduling and education.

Logistics & Operations Portfolio

The Logistics & Operations (LOPs) assists and supports the Youth Parliament Program Manager with the organisation and planning of Training Weekend and Parliament Week, the coordination of participant movements, event set up and pack down, and administrative tasks.

Recreation & Wellbeing Portfolio

The Recreation & Wellbeing (RAW) portfolio assists by building a positive, supportive Youth Parliament environment, monitoring the social and emotional wellbeing of participants and ensuring the program has a balance of work, rest and play by running recreational activities during Training Weekend and Parliament Week.

The portfolio is a bit like the camp “Mum” and “Dad’s, who are there to listen and provide support when people feel overwhelmed or need some time to chill out. They are there to motivate people to participate when they are feeling a little shy. They are also the fun team that has awesome activities set up all week like team sports, get-to-know-you games, and dance parties. They make sure everyone feels supported and does not burn out during a full-on program of Parliamentary education.

If you would like to know more information about these roles, please contact sayouth@ymca.org.au

What is the time commitment?

Due to the nature of the Youth Parliament program, the time commitment of the Taskforce is varied. The following can be used as a guide.

Please note: This is an estimate ONLY and the time commitment may change depending on the program needs, portfolio allocation, and external stressors.

Month(s)	Approximate per week Commitment*	Tasks
January 2021 - March 2021	5 hours	<ul style="list-style-type: none"> Taskforce/Portfolio meetings and tasks Taskforce Strategy Day (19th January 2021[^]) Taskforce Training Weekend (19th-21st February 2021[^]) Participant recruitment Program and portfolio planning
March 2021 - June 2021	8-10 hours	<ul style="list-style-type: none"> Taskforce/Portfolio/Mentor meetings and tasks Participant Training Weekend (17th-18th April 2021)
July 2021	3 hours (excluding Parliament Week)	<ul style="list-style-type: none"> Taskforce/Portfolio/Mentor meetings and tasks Parliament Week (10th-16th July 2021)
August 2021 - September 2021	3-5 hours	<ul style="list-style-type: none"> Taskforce meetings and tasks, final mentor team meeting Program evaluation and debrief Completion of required documentation/ exit interviews

*A Manager role requires a bigger time commitment to the program. They are required to attend additional Leadership meetings with YMCA staff, head Taskforce meetings, conduct 1:1 goal setting session with their officers and more.

[^]Dates subject to Taskforce availability.

Key Dates

Event	Date
Taskforce Strategy Day	19 th January 2021 [^]
Taskforce Training Weekend	19 th -21 st February 2021 [^]
Participant Training Weekend	17 th -18 th April 2021
Parliament Week	10 th -16 th July 2021

[^]Dates subject to Taskforce availability.

Do Taskforce members volunteer their time?

Yes. The Taskforce are YMCA South Australia volunteers. A small honorarium may be given as a bonus at the end of the program as an acknowledgement of the time and commitment put into the role. Honorariums are connected to performance, which will be measured against Key Performance Indicators (KPIs).

Who can apply to be on Taskforce?

Taskforce is open to anyone that has previously participated in YMCA South Australia Youth Parliament and is aged between 18-25 years of age at the time of applying.

Previous member of the Taskforce can apply.

Is there a maximum length of time you can be on the Taskforce?

No. This was changed for the 2018 program; you can now reapply as many times as you like. However, you still need to be aged 18-25 years at the time of application.

However, it should be noted that the decision for a Taskforce member to continue will be up to the YMCA. This decision will be based on several factors which can include the individual and their previous performance(s), contributions to Taskforce environment, the whole of Taskforce and dynamics, and the aims and outcomes set for the program.

What do you get out of the experience?

Being on Taskforce is a unique opportunity to –

- Grow personally and professionally by developing skills ‘on the job’ and through training workshops
- Develop a network of passionate young leaders

You will receive –

- Certificate of involvement
- A token of thanks (such as a gift or formal dinner)
- A small honorarium may be given as a bonus at the end of the program as an acknowledgement of the time and commitment put into the role. Honorariums are connected to performance which will be measured against Key Performance Indicators (KPIs).

What is the recruitment process?

Applications open: 6th November 2020

Applications close: 11:59 pm Friday, 27th November 2020

Interviews for shortlisted applicants will be conducted from Monday, 30th November 2020 – Friday, 11th December 2020.

- Those applying for Manager roles will be required to have an in-person interview
- Those applying for Officers roles will be required to have a phone interview



How do I apply?

Before you complete the online application form, make sure to read the *Frequently Asked Questions* (this document!) and the *Taskforce Recruitment Position Descriptions* document.

You can find the link to the application here: <https://form.jotform.com/203087618121854>

*Please note: a current resume/CV and two referees are required for the application**

**Referees cannot be current Taskforce applicants or someone who was on Taskforce in the last two (2) years.*

Applications close at 11:59pm, Friday 27th November 2020.