

## **YOUTH ADVISORY BOARD**

### **Rules, Policies and Governing Laws**

*Founded in 2012, Bullying Ends Here follows the tragic suicide of Jamie Hubley, a fifteen-year-old boy who faced challenges with mental illness as a result of continuous bullying. The charity was established by Tad Milmine, with the intent to provide youth with a safe space where they would be able to reach out and receive the support needed to thrive and prosper. As an extension of Bullying Ends Here, the Youth Advisory board aims to create an educational and inclusive environment where youth of all kinds can speak freely to current world issues that affect youth, and **solutions** tackling how we can better ourselves, while making an impact in the world around us. It is imperative to have a distinct set of guidelines put in place to ensure our mission continues without any unnecessary distension.*

*Lack of fulfilment of these guidelines may be grounds for removal from the Youth Advisory Board (herein referred to as the YAB).*

#### **Application Process:**

*In order to be a part of the YAB, potential members are required to complete the application form, personal profile, attend an interview (virtual or in person) and abide by all of the rules and regulations in this document.*

- Applying members must be of 13 to 19 years of age, with an understanding that the maximum serving time on the Youth Advisory Board is 24 years of age. It is important to note that anyone between the ages of 13 and 16 will require parental notification.
  - Accepted members must retire the following year of their twenty-fourth birthday
- All members must adhere to and sign all documents relating to media, such as the *Media Consent Form*
- Applying members are required to read and fully understand the training manual provided by Bullying Ends Here
- All members are requested to attend bi-weekly meetings (in person or virtual) and fill out a personalized form about the engagement they have displayed each month
- If a member is unable to attend a meeting, they must give 24-hour prior notice and inform one of the members of the executive board.

#### **Etiquette/ Member Responsibilities:**

*As YAB consists of a plethora of individuals, it is important to maintain proper respect and communication within our team as well as commitment to our board. Each member is expected to follow basic etiquette rules and uphold various responsibilities as outlined in the statements below.*

- All members are expected to treat each other respectfully, kindly, and with careful consideration of the others feelings and emotions. There will be absolutely no hateful speech or distasteful actions tolerated.
- Should any grievances/disputes occur, individuals are urged to attempt to solve the problem internally before contacting the Co-Directors. Depending on its severity, there may be further discussion with the president of Bullying Ends Here and the parties involved.
- All members must attend each board meeting, scheduled biweekly

- All members are allowed *two* unexcused absences per semester
  - Meeting Semesters refer to:
    - August 1 - January 30 of every given year
    - Feb 1 - July 30 of every given year
- Excused absences will be handled on a case-by-case basis
- In the event of any problems
- All members will be required to undergo Mid-Semester and End-Of-Semester Reviews
  - These will serve as the opportunity for members to showcase their work and what they have done for the charity
  - Members who have not met the requirements/ have not benefited the charity may be dismissed from their position

### **Social Media:**

*A large part of the YAB revolves around our social media presence, alongside promotional content through social media. It is important to uphold our reputation online through strictly following the guidelines as outlined below.*

Social Media Accounts:

*Instagram:*” **bullyingendshere**”

*Twitter:* \_\_\_\_\_

*Tiktok:* \_\_\_\_\_

- Posting Restrictions/ Inclusivity Guidelines
  - All media requested to be posted must be approved by *one* Co-Director as well as the Media Manager prior to posting.
  - As our goal is to bring light to different issues relating to youth around the world, we find it important to acknowledge and celebrate major holidays on our public Instagram. When making such acknowledgements, make sure to do the following:
    - Be inclusive of all religions and faiths
      - Opt for general statements such as “Happy Holidays”
      - Take into account other cultural celebrations such as Eid
      - Reach out to either Co-Directors or the Media Manager if uncertain
    - As we are a registered charity in Canada, we are prevented from posting anything political or appearing to support any particular government party.
      - All posts relating to these matters **must** be well researched and thoroughly checked over by the Co-Directors, Media Manager, and Media Team.
  - All desired posts must be sent to **both** the Co-Directors, as well as the Media Manager **at least** 24 hours prior to the requested posting date via the “YAB Contact Requests ” group chat in messenger.
  - There will be a limit of *two posts per day* on the public Instagram account (excluding story posts). If posting conflicts occur, members/ teams should find an alternate form of communication to sort out the conflict and inform the “YAB Contact Requests” group chat with the final decision.
- Confidentiality/Privacy

- Any comments with a member's address, or any other personal information that has not been made public should be removed if there is no explicit reason for posting the information. If anyone posts any photos of other students, they need to have permission from the student(s) in the picture.
- Please only refer to other board members by their preferred first names and never tag anyone else without their consent. Privacy is VERY important to us.
- Relevancy to the Board
  - No media posts of any kind should include promotional content *not related to the Youth Advisory Board or Bullying Ends Here*. All comments, pictures, videos, and story posts should be completely relevant to the board, or otherwise immediately removed. Direct messages to our Instagram account or any other social media platform should be relevant to our work/ concerns regarding the board and should not contain personal messages (for example: homework, relationships, etc...). An exception will be made for inclusive stories and posts regarding major holidays, to be determined by the posting restrictions.
- Messaging/ Group Chat Guidelines
  - All messaging related to the work of the Youth Advisory Board should be conducted via Messenger through *three different channels* as follows:
    - YAB General Channel
      - This group chat will be accessible to all members of the board, and will remain the main channel for communication regarding the work of the board
    - YAB Contact Requests
      - This group chat will be accessible to all members of the board and should be used strictly for the purpose of general requests to the executive team.
        - E.g. If you or your team are looking to post something on the public Instagram account, this group chat will serve as your connection to the executive and media team
      - All messages to this channel should be of an inquiry to the executive team, or an executive response to a general member
      - If requesting a social media post, the message sent must include:
        - The full, desired *post* in question (story, picture(s) or video)
        - The full, desired *caption* to go with the post (if a story post, then caption should be incorporated into the picture or video that is desired to be posted; It should be one collective post that is to be put up on the story with little to no edits from the media team)
        - The *exact time* you would like the post to be posted
    - YAB Executive Channel
      - This group chat will be accessible to the *executive team only*, and will serve as the primary communication channel for matters pertaining to the executive members
  - In all channels, spam messaging will not be tolerated, as all messages should be relevant to the work of the board.
- Additional Twitter Guidelines
  - Posts on Twitter may include:
    - Reposting and posting of well-researched, informative media posts relevant to youth
    - Informative tweets
- Personal Instagram and Association to BullyingEndsHere

- As a member of the YAB, these social media expectations remain true for personal social media accounts that have any association to Bullying Ends Here or the Youth Advisory Board
  - Publicly sharing membership in the charity, whether that may be through a caption or biography, is optional for all members. However, if one should choose to share this information, they must ensure that the content on their page is credible, non-hateful, informed, and well-intentioned as this will directly impact the appearance of the YAB and Bullying Ends Here
  - For members who choose not to share their position, it is still expected that their social media be appropriate and refrain from sharing anything that may go against the charity guidelines or mission statement
    - Members will have complete freedom over what they choose to post personally, but should remain conscientious of what they post as they may reflect on the charity unintentionally

### **Relationships and Personal Connections:**

*Working within the charity will require a significant degree of group collaboration, and exposure to numerous other youth—both members and non-members. If two parties were to meet and form a relationship while associated with Bullying Ends Here as active members, there will be no liability held to the charity for the creation or ending of the relationship, along with any actions that may take place during the duration of the relationship in question.*

- Personal Connections Policies
  - All executive members must take responsibility for their actions, and understand that the charity, or any subsection of the charity (ex. Youth Advisory Board), will not be held accountable for ...
  - All public displays of affection past a professional level will not be tolerated and may be grounds for permanent release from the charity, determined on a case-by-case basis by both active Co-Directors, alongside the President of Bullying Ends Here.

### **Executive Duty:**

*Within the Youth Advisory Board, there is an executive committee who are responsible for the continuity of the board. These select individuals will be required to complete additional tasks and will be given specific roles and accompanying responsibilities. In order to be an executive member, one must complete an additional application form, attend an interview, and be approved by the Co-Directors.*

- Executive policies
  - All Executive members must attend an additional executive meeting once a week aside from the regular bi-weekly meeting.
  - All Executive members are asked to attend a retreat once a year in the fall season, where they will be discussing any motions of possible amendments to the constitution or any related administrative documents.
  - All roles of the executive members must coexist peacefully, working together to ensure the smooth running of the board. If any issues are to arise, they must make attempts to resolve the issue amongst themselves prior to discussing with the Co-Directors.
  - It is important to note that executive members are not restricted to their roles and will help one another when asked.

- All executive members will be required to write a yearly document discussing their experience with their role and providing areas of improvement for the successive year.

### Roles and responsibilities

- ***Co-Director(s)***
  - Delegates tasks to executive members as well as providing them with assistance/clarification when asked.
  - Communicates with the Board of Directors, informing them of the actions of the Youth Advisory Board.
  - Ensures the smooth running of the club by helping to solve any areas of conflict between members or organizations and the well execution of initiatives.
  - Leads meetings, creates schedules and executive agendas, as well as monitors the administrative documents.
  - Partakes in and delivers presentations relating to the Youth Advisory Board.
- ***Assistant Director(s)***
  - Manages the Youth Advisory Board email account, ensuring all mail is being respectively responded to.
  - Provides the Co-Directors with assistance in writing agendas and general tasks.
  - Takes note of details in meetings by writing minutes during executive meetings.
  - Ensures tasks are being completed and providing assistance when needed.
- ***Media Manager***
  - Monitors all social media accounts (twitter, Instagram, tiktok), solving any issues that may arise in the process.
  - Creates promotional content to post on all social media platforms.
  - Develops a posting schedule, ensuring the continued relevance of the Youth Advisory Board during the year.
  - Responsible for creating physical posters to be displayed around the city, actively promoting the events of the board to the public.
- ***Treasurer***
  - Delegates a certain amount of money per initiative and keeps track of financial matters relating to each.
  - Budgets the income for the coming year accurately, taking into account the size of each initiative.
  - Keeps track of the money made from each fundraising event, handling all financial matters that follow.
  - Will work closely alongside the Events Organizer in planning and executing events.

- ***Community Representative***

- Tracks the success of each event and initiative conducted by the Youth Advisory Board in manners such as outreach, planning, execution, and turn out.
- Suggest improvements for each initiative by surveying the designated audience and their opinions related to the event.
- Will work closely alongside the Events Organizer in planning and executing events.

- ***Events Organizer***

- Plans the events/initiatives of the year, with help from all Executive members of the board.
- Contributes ideas in creating monthly themes for the Youth Advisory Board, which will be voted upon and decided by the rest of the Executive members
- Organizes bonding activities between the Executive and general members
- Will work closely alongside the Treasurer and Community Representative in creating and implementing successful events.

- ***Jamie's Heroes***

- (The title given to all volunteers and members of the charity who serve the mission statement)