

Responsibilities of the Youth National Committee

Forest & Bird Youth (F&BY) is a nationwide network steered by the Youth National Committee (YNC). The YNC provides a platform for Youth Hubs to collaborate, share ideas, and set nationwide conservation objectives and projects for F&BY. It also sets some procedural, structural, and operational obligations on the Youth Hubs and on itself. The YNC works closely with the Youth Network Support Coordinator (YNSC) to ensure that the F&B National Office is championing youth action and to get updates on national F&B projects and movements that could engage Youth.

A YNC member's full responsibilities are below.

Monthly:

Meet for YNC meetings

YNC monthly meetings are where important information can be shared from the F&B National Office to Youth leadership and where YNC makes decisions on national F&BY goals and projects. Please let the rest of the leadership team know if you are unable to attend and add your updates onto the agenda.



Vote on YNC decisions

Voting on issues can take place during YNC meetings or offline via polling or Forms on Teams. Please be responsive to this in a timely manner.

Action projects via committee roles

The monthly meeting highlights actionable items for YNC members based on their roles and interests. YNC members are expected to work on these items and report back by the following month at the next meeting.

As and when:

Maintain and update the Youth Charter

The YNC can propose and vote on changes to the Youth Charter and reimagine the structure and function of F&BY for the good of their Leaders and members.

Consult the YNSC for key tasks in advance

Tasks include spending youth funds or making any promise of spending, interactions with the media, and using the F&BY logo in any public-facing media.



Conduct YNC business via the Teams app

All documents and conversations around the YNC must be conducted on Teams to ensure the security and privacy of sensitive information.

Receive media and political engagement training

As national representative who may speak with media on behalf of F&BY (in consultation with the YNSC), media training is important for members. Contact Youth Support to sign up for this.

Roles

Youth Co-Directors

Youth Co-Directors chair the YNC. Please read [this](#) document for full details of the role.

Youth Secretary

The primary role of the Youth Secretary is to take the minutes at any YNC meetings. Responsibilities include:

- Recording comprehensive notes at monthly YNC meetings.



- Taking notes at any other meetings that the YNC initiate or need the Secretary at, like Annual General Meetings (AGMs), or Special General Meetings (SGM).
- Assisting the Youth Co-Directors in setting agendas for upcoming meetings.
- Maintaining the YNC Minutes folder and ensuring its accessibility to all YNC members.

Youth Administrator

The Youth Administrator is the YNC's liaison to Youth Hubs and Leaders and is tasked with keeping them informed of updates, changes, activities, and projects at the national level.

Responsibilities include:

- Working with the Youth Secretary to communicate important information from YNC meetings tabled in the minutes.
- Sharing information from the Youth Co-Directors and YNSC directly to the Youth Hubs and Leaders.
- Communicating queries and feedback around these communiques back to the Youth Co-Directors and YNC.



National Events Organiser(s)

National Event Organisers develop and deliver key national events for Youth Leaders and the wider F&BY membership. These include:

- Organising the online Youth Hui annually (usually in February).
- Organising the in-person Youth Hui annually (usually in July).
- Organising the Youth AGM (usually in September).
- Working closely with the Youth Co-Directors and YNSC to arrange and manage funds and logistics around these events.

Communications Manager

The Youth Communications Manager is the defacto leader of the Communications Hub and manages F&BY's national outreach and engagement. Responsibilities include:

- Setting and leading national communications projects for the Communications Hub in line with F&BY vision and mission.
- Ensuring that the Communications Hub follows the Communications Standards for F&B and all communication-related guidance documents for F&BY.



- Creating, developing, and running F&BY's social media pages (Facebook, Instagram, LinkTree, and Tiktok) via the Communications Hub.
- Creating and supporting the different teams and roles within the Communications Hub.

If you have any questions, please email:

Youth Network Support Coordinator	youthsupport@forestandbird.org.nz
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