

YWCA Australia Young Women's Council Charter

Introduction

The Young Women's Council (YWC) is established under clause 53 of the Constitution of YWCA Australia (YWCA).

Separately and apart from this role, individual members of the YWC are YWCA members and may interact with the YWCA in this capacity.

1. Purpose of YWC

- Make recommendations to the YWCA Board regarding the strategic direction, advocacy campaigns, policy platforms and objectives of YWCA.
- Collaborate on the development and implementation of these and any other matters that the YWCA Board reasonably requests the YWC to consider.
- Support the YWCA Board in achieving the YWCA's purpose and strategic long-term outcomes.
- Reflect the diverse voices, insights and needs of young women and gender diverse people.
- Provide recommendations on the execution of and any changes to the YWC Strategic Activities Plan.

2. Responsibilities of the YWC

The particular responsibilities of the YWC will be based on an annual Strategic Activities Plan provided by the YWCA Board to the YWC, with input from the YWC. Those responsibilities may include the following:

- Providing advice, participating in and influencing campaigns – including, through the digital activist group, contributing to YWCA's submissions and leading the way as young people by using their voices to shape policy and create systemic change.
- Providing advice and support to develop key improvements from YWCA's progress reporting, via our annual impact insights, which are focused on young women.
- Where applicable, supporting the Board in developing the revised strategy to ensure YWCA continues to promote and engage young women at the centre of our work.
- Undertaking any other tasks as may be reasonably delegated to the YWC by the YWCA Board from time to time.

3. Responsibilities of YWCA

The responsibilities of the YWCA Board in relation the YWC are:

- Provide the YWC Strategic Activities Plan to the YWC by 1 July each year and update this Plan from time to time as required by the needs of the organisation and based on feedback provided by the YWC.
- Report back to the YWC on their annual report and recommendations after its consideration by the YWCA Board.

4. Membership

- The YWC will comprise up to 10 persons, at least one or two of whom is a Young Woman YWCA Director appointed by the Board, who are YWCA Ordinary or Life

Members aged 18-30 at the time of their election or appointment ('YWC Members').

- Other than the Member/s appointed by the YWCA Board, YWC Members will be elected for a term of 2 years.
- A YWC Member ceases to be such if they resign or cease to be a YWCA Ordinary/Life member.
- The YWC, with the Company Secretary (or their nominee), will determine the requirements for a Chair on an at-least annual basis.
- Membership of the YWC should reflect an appropriate mix of skills, experience and diversity to enable the execution of the YWC responsibilities.

5. Election of Members

- The election of YWC Members will occur biennially
- The procedures for appointment and election of Members will be determined by the Board from time to time considering feedback from the YWC.

6. Meetings

- The YWC will meet as per the annual YWC Strategic Activities Plan
- Meetings will be held by video, except for one face to face meeting per year where possible.
- Where the YWC require minutes of their meeting to be recorded, the Company Secretary (or their nominee) will circulate the minutes to the YWC for their review.
- For all YWC meetings outlined in the YWC Strategic Activity Plan, the YWC will receive the agenda 1 week prior including any pre-reading papers.

7. Secretary

- The YWCA Company Secretary (or their nominee) will be the secretary to the YWC and attend all YWC meetings.
- The YWCA Company Secretary will have oversight of the YWC Strategic Activities Plan and monitor its execution.
- The YWCA Company Secretary (or their nominee) will support the operation of the YWC by assisting in the preparation of meeting agendas, the despatch of the meeting agenda and papers and setting up meetings.

8. Professional Development

- Professional development, informed by the Strategic Activities Plan and in accordance with the budget set by the Board, will be provided to the YWC on an annual basis.

9. Reporting and Review

- A written update against the YWC Strategic Activity Plan will be provided to each YWCA Board meeting
- An annual report of YWC contributions, performance and recommended changes to YWC responsibilities will be provided to the YWCA Board for consideration.
- The YWC will review the achievements against the responsibilities listed in this Charter at least twice a year.
- The YWC will review its Charter biennially and recommend changes, if any, to the YWCA Australia Board for consideration

- The YWC will review its performance and compliance with this Charter annually and report its findings to the Board in their annual YWC report.

Document Control Data	
Young Women's Council Charter	
Responsible Body	YWC
Accountable Officer	Company Secretary
Application	YWC YWCA Board
Supersedes	Young Women's Council Charter
Associated documents	YWCA Australia Constitution YWCA Board Charter
Legislation	N/A

Approval and Amendment history				
Review period – 2 years				
Approval date	Effective Date	Version	Amendments	Next review
18/08/2022	18/08/2022	1.0	Charter changed to reflect shifting role of YWC, outline role of Board and provide greater clarity	August 2024
15/08/2024	15/08/2024	2.0	Charter further refined to provide clarity to roles and responsibilities and on other administrative matters.	August 2026