

## Background

According to the Alberta Council Youth Forum (ABCYF) Terms of Reference, the purpose of the ABCYF is to carry out the Vision and Mission of Girl Guides of Canada by participating and providing input to Alberta Council, to retain youth members by developing their skills, preparing them for their future, in a safe and engaging environment and to carry out the work of Alberta Council, as directed by the Council and the National Strategic Plan.

The ABCYF provides its youth members with an opportunity to build leadership and teamwork skills, develop a deeper understanding of how a national organization like GGC works and influence decision-making. Building the capacity of individual ABCYF members as well as the Youth Forum as a whole is important to GGC as it serves as a critical gateway for the organization to better understand, and respond to the opinions, needs and issues important to girls.

In addition to the Terms of Reference and GGC's Code of Conduct, this document outlines the specific expectations of ABCYF members — that is, what GGC and Alberta Council expects of ABCYF members and what they can expect from their fellow Forum members and GGC as an organization. The purpose of this document is to provide guidance to ABCYF members to successfully fulfill their responsibilities as members of the Council and feel supported by their peers, adult allies (volunteers and staff) and GGC at large. GGC is committed to supporting youth in leadership roles within the organization, including making accommodations and providing support as needed. If a member of the Alberta Council Youth Forum cannot fulfill their duties, GGC can help with scaling back their workload or, if necessary, the process of stepping down.

## Participation and Communication

Grounded in principles of respect – for fellow Forum members, for the objectives of the ABCYF, and for the strategic goals and values of GGC – members of the Alberta Council Youth Forum are generally expected to:

- Actively take part in all discussions (teleconferences, online forums, surveys, etc.)
- Provide feedback on preferred modes of communication (including methods of providing feedback), and on the viability of those modes
- Respond or acknowledge communications in a timely manner, including emails, WhatsApp messages, ongoing posts for discussion, questions, and requests for feedback
- Share ideas and opinions in a way that is open to feedback and that builds on the ideas and opinions of other ABCYF members
- Listen to the ideas and opinions of other ABCYF members with an open mind and provide constructive feedback
- Consider impact beyond one's self and represent girls in your communities and beyond.

Participation in meetings and online discussion is a key part of the role of a Youth Forum Member. We appreciate that there may be times where full participation is difficult due to health, school, family, or anything else. The goal is always to work with you to come up with a solution. Ideally, you will:

- Participate in 100% of in-person meetings (whether participating in-person or remotely)
  - Welcome Event (Fall)

- Alberta Council Annual General Meeting (Spring)
- Participate in 75% of teleconferences and task group or sub-committee meetings

In the event of scheduling conflicts, or if there are circumstances that mean you cannot take part during a scheduled meeting, the expectation is that you will:

- Give notice to the Coordinator (or fellow Forum members, as appropriate)
- Try to take part before and/or after the meeting by providing written contributions, adding to notes, or sharing your thoughts in another way.

## Preparedness and Work

Members of the Alberta Council Youth Forum are expected to:

- Understand the purpose and function of the ABCYF, the Forum's relationship to the National Youth Council, Alberta Council, and the strategic goals of the organization
- Come to meetings prepared: pre-read materials, ask questions for clarification, complete assigned work, be ready to share information
- Stay current on issues facing girls in Alberta, Northwest Territories, Yukon, and other parts of Canada by seeking out thoughts and opinions from girls beyond the ABCYF (including girls who are not members of GGC), reading articles, listening to podcasts, etc.
- Follow through and meet deadlines on work assigned to the ABCYF, sub-committees and/or task groups
- Report back to fellow ABCYF members or adult supports (Coordinator, Adult Committee Member and Deputy Provincial Commissioner and staff designate) if you encounter any problems completing tasks or meeting deadlines

## Keys to Success

In order to ensure success, members of the Alberta Council Youth Forum can expect to:

- Be heard and treated with fairness and respect
- Have direct adult support through their Coordinator, Adult Committee Member, Deputy Provincial Commissioner, and staff designates as appropriate
- Take care of all necessary forms, arrangements, and provisions for in-person meetings
- Receive accommodations, upon request, to the best of GGC's ability

## Non-Fulfillment

In the event that an ABCYF member is not meeting the above expectations, that member can expect the following progressive actions to occur, should their non-fulfillment persist:

- Written requests or reminders to respond or participate
- Telephone meeting with the ABCYF Coordinator to discuss the situation
- Written action plan to restore the required levels of participation
- Request to provide an explanation to their fellow Youth Forum members
- Temporary removal or voluntary leave from the Youth Forum which could include participation at in-person events
- Removal from the Youth Forum



## Acknowledgement of Expectations

I, \_\_\_\_\_ agree to the expectations set out in this document.  
Name (print)

\_\_\_\_\_  
Signature or iMIS #

\_\_\_\_\_  
Date

I, \_\_\_\_\_ understand the expectations set out in this document.  
Parent/Guardian Name (print)

\_\_\_\_\_  
Signature or iMIS #

\_\_\_\_\_  
Date

\_\_\_\_\_  
Guiding Year

We protect and respect your privacy. Your personal information is used only for the purposes stated on or indicated by the form. For complete details, see our Privacy Statement at [www.girlguides.ca](http://www.girlguides.ca) or contact the Alberta Council office or the national office for a copy.