



Plan International USA 2020-21 Participation Agreement

Introduction

Plan International USA's Youth Advisory Board (YAB) is a body of young people from across the United States vocalizing the needs of the global youth population by serving as ambassadors to Plan International USA. The YAB strives to create and nurture a network between youth and decision makers within and outside of Plan, in order to reinforce Plan's mission of empowering and assisting young people worldwide.

The YAB is a professional and personal development opportunity in itself that provides a mutually beneficial relationship between Plan International USA and the YAB. While other professional and personal opportunities are likely to arise throughout the term, the expectations, responsibilities, and roles outlined in this Agreement must be adhered to throughout the entirety of a YAB Member's term.

Purpose

The purpose of this Agreement is to provide a standard set of expectations for all members of Plan International USA's YAB. This Agreement will apply to each member throughout the duration of their term on the YAB. The guidelines established within this Agreement have been created by and agreed upon by the members of the YAB. This Agreement is re-visited each year during the in-person retreat in January, and revised as deemed necessary by the YAB, or the Director or Program Manager of the Youth & Economic Empowerment (YEE) team.

Membership

To be part of the Youth Advisory Board, you must:

- Be a young person living in the United States, aged 14-22
- Be proficient in English
- Have regular access to Internet
- Be interested in global issues and helping Plan deliver the best programs possible
- Love working as part of a diverse and collaborative team

Roles and Responsibilities

The Youth Advisory Board adds value to Plan International USA by:

- Providing advice, input and feedback to Plan's youth programs, the YEE Team, the Board of Directors, and other programs and initiatives as needed.
- Supporting Plan's campaign and advocacy efforts.
- Engaging with external youth and development-focused organizations in the United States and internationally, both within and outside of the Plan Federation.

Ways of Being

Ways of Being are expected to be adhered to throughout all activities and communications. Such rules are as follows:

1. Be open-minded, present, and engaged
2. Respect your boundaries and those of others
3. Be considerate of other people's needs and schedules
4. Balance professional and social commitments
5. Be flexible with communications
6. Build each other up by discussing ideas, not people
7. Don't be afraid to speak up and participate
8. Have fun!

Monthly Meetings

Meetings with the entire Youth Advisory Board are held once each month, in order to share updates on subcommittee progress, provide feedback on current campaigns and initiatives, and engage with relevant Plan staff if necessary.

Agenda:

- The YAB Coordinator will share the agenda for the monthly meeting (via conference line) at least *2 days* before the scheduled monthly meeting.
- The notetaker (designated before the call by the Coordinator) will share the minutes from the monthly meeting within 24 hours following the meeting.
- At all meetings, members must be prepared to give updates relevant to the agenda.

Attendance:

- A When2Meet scheduling poll will be sent by the YAB Coordinator to all members at least 2 weeks before the scheduled monthly meeting.
- All members must attend 7 out of 10 monthly meetings each year.
 - If attendance is impossible, members must advise the Coordinator a minimum of 24 hours in advance, with valid reasoning. Failure to provide notice of an absence within 24 hours will result in an escalation on the *YAB Escalation Stages*.¹
- When attendance is not possible and the aforementioned notice has been given to the Chair, the absent member must provide their relevant updates 24 hours before the scheduled meeting. These updates must be sent by the member for each meeting, including situations where there has been an excused absence.
- Attendance will be tracked at each monthly meeting.
 - (a) Failure to attend 3 monthly meetings, regardless if notice was provided, will result in an escalation.

The same expectations apply to monthly subcommittee meetings—Sub-Committee Point People are responsible for scheduling monthly subcommittee calls, and sharing the agenda at least 2 days before the scheduled monthly meeting. Subcommittee notetakers will send call notes to the YAB Coordinator within 24 hours following the monthly meeting.

¹The YAB escalation stages serve as the disciplinary measures for YAB members. See *Escalation Stages* below.

Biannual In-Person Retreat

In-person meetings (retreats) between the YAB and Plan International USA are separate entities from the monthly YAB meetings. These retreats are held biannually, in January and August, though specific retreat dates are voted upon by the Youth Advisory Board through a survey.

Expectations:

- Plan International USA staff and the YAB will send relevant documents to review before the retreat, to be treated as a working session between both parties.
- Attendance at annual in-person meeting is mandatory for all YAB members.
 - (a) Exceptions for attendance may only be made in emergencies. Please refer to section “*Leave of Absences*” for information on requesting a leave.
 - (b) Failure to attend an in-person retreat without emergency reasoning will result in an escalation.

Participation and Communications

- Members must respond to any emails or digital communications within 72 hours of receipt, unless a time-sensitivity has been specified.
- During all YAB-related travel (including travel that is whole or partially funded by YAB members), members will prioritize their YAB responsibilities.
- The Director and Program Manager of the YEE will share all information either directly to the YAB, or with the Coordinator, who will then share information with the YAB. Exemptions are made for personal and confidential information.
- All members are expected to actively participate in all YAB communications (including email, text, or Facebook messenger) and activities. This also includes reviewing all agendas, minutes, or working documents.
 - (a) In addition to the aforementioned requirements for all members, the Coordinator is expected to actively communicate with Plan International USA staff.
- Members are expected to respond to any Doodle scheduling polls with 48 hours of receipt.
- Members are expected to write at least one blog post during each calendar year.

Leaves of Absences

Emergency Situations:

- Emergency circumstances that inhibit a YAB member’s wellbeing or ability to participate in YAB endeavors can warrant a Leave of Absence.
- The Member must inform the Coordinator and the Director or Program Manager of the YEE team of their desired leave as soon as possible, including desired length.

Non-Emergent Situations:

- In a non-emergency situation where a professional/personal opportunity conflicts with the roles/responsibilities of a YAB member, including attending the biannual in-person meeting, leave of absences will only be granted if the potential conflicting opportunity is clearly communicated to the Coordinator before the opportunity is accepted (e.g.; during the application process).
- The requests for a Leave of Absence in these circumstances must be submitted via email and include the following details relevant to the specific circumstances:

- (a) A description of all avenues that have been exhausted in order to attempt to attend orientation or maintain YAB commitments
- (b) The desired length and condition(s) of the requested leave of absence
- (c) What efforts will be made upon re-integration to the YAB, if leave is granted
- The final decision will be decided by the Director and Program Manager of the YEE team.

Escalation Stages

The YAB will follow the conditions laid out in the Agreement when enforcing the Escalation States. This system will be re-applied annually to all YAB members.

Stage 1: This warning will come from the Director or Program Manager of the YEE team. This will be administered if there is a breach in the expectations as laid out below in addition to any breach in the Agreement:

- A failure to provide notice of absence within 24 hours of a monthly meeting, except in the case of an emergency.
- A failure to attend 3 monthly YAB or subcommittee meetings (3 in total), regardless if notice was provided.
- A failure to attend an in-person retreat.
- A failure to write a blog post during any given calendar year.

Stage 2: This warning will come from the Director or Program Manager of the YEE team. Within 7 days of receiving this escalation, the member must send an email to the Coordinator and the Director and Program Manager of the YEE Team explaining their lack of commitment to the YAB. The member will also have a conversation (via phone or email) with the Director and Program Manager of the YEE team. After escalating to Stage 1, an escalation to Stage 2 will be administered in the event of:

- Any additional missed monthly YAB or subcommittee meeting, except in the case of an emergency.
- A failure to attend an in-person retreat.
- Multiple incomplete assigned project tasks or responsibilities, as decided upon by the Subcommittee Point Person.

Stage 3: This escalation will result in the possibility for formal dismissal from the YAB and will come directly from the Director or Program Manager of the YEE team. The member will have a phone conversation with the Coordinator and the Director and Program Manager of the YEE team. Stage 3 escalation will be administered in the event of:

- Any additional missed monthly YAB or subcommittee meeting.
- Multiple incomplete assigned project tasks or responsibilities, as decided upon by the Subcommittee Point Person.
- A failure to submit the re-commitment email within the specified time frame.

Plan International USA Inc.

Plan International USA Youth Advisory Board