



SPARK! YOUTH AMBASSADOR BOARD

TERMS OF REFERENCE (TOR)

1. BACKGROUND

Spark! is an educational charity seeking young ambassadors to help shape and influence our work. A young ambassador will step up to innovate in being at the forefront of taking lead in our projects/programmes by actively making decisions on what matters to young people and the best ways of engaging with young people.

Our Youth Ambassadors are an integral part of our community who represent student voice within your local community. We believe participating in this scheme is immensely rewarding as it will give you the opportunity to meet interesting people and build your network, but most importantly influence the future of our work which will benefit other young people. Your involvement will help raise awareness of the aspirations, needs and concerns of young people in the community and wider society. Participation will equip members with a strategic mindset, professional skill, and ability to think long term about solutions to complex social challenges.

The Term of Reference (ToR) has been co-created with young people in mind. It is a living document which will be reviewed periodically by either member of the council or governors.

2. ROLE OF THE YOUTH AMBASSADOR

The duties include:

- Attending termly meetings.
- Maintaining projects which are aligned to students' needs or social issues.
- Assisting with resolving strategic level issues and to assist projects in achieving their outcomes.
- Reviewing changes to a project, with a focus on impact and measurement on how to accommodate to student's needs.
- Providing advice and guidance on project issues through the voice of young people.
- Assisting and supporting with student recruitment in schools.
- Delivering and leading discussions on your experience to small groups of students.
- Attending celebration events hosted by Spark! including our annual award ceremony.
- Ensures equality, diversity and inclusion is considered both within and between meetings.

3. RESPONSIBILITIES OF THE CHAIR

The interim Co-Chairs are Joe Skelton (Young Trustee) and Matt Lent (Chief Executive).

Sharan Phull, Chair

Laiba Rahman

Naima Noor, Social Media

Anna Mcdermott, Secretary

Jessica Tucker

Khushi Sharma

The responsibilities of the Youth Ambassador Board Chair are as follows:

- Sets the agenda for each meeting and shares with the board committee.
- Ensures each agenda and supporting materials are delivered to members in advance of meetings scheduled.
- Clarifies and summarises outstanding actions/agenda items during each meeting.
- Chairs each meeting by ensuring time limits are placed for each agenda item and keeping all meetings to the allocated meeting time.
- Encourages broad participation from members in discussion by calling on all members attending the meeting.
- Ensures equality, diversity and inclusion is considered both within and between meetings.
- Follows up with absent members to encourage participation.
- Reaches out to the broader community to widen membership were agreed by the members.

4. RESPONSIBILITIES OF THE MEMBERS

Individual members have the following responsibilities:

- Understand the goals and objectives of the charity.
- Understand and represent the interests of project stakeholders by acknowledging everyone.
- Take a genuine interest in the project's outcomes and overall success for the organisation.
- Act on opportunities to communicate positively about a project/programme.
- Check that the project/programme is aligned with student needs and if not, how we achieve this goal.
- Actively participate in meetings through attendance, discussion, and review of minutes, papers, and other documents share within the board.
- Support open discussion and debate and encourage others to voice their insights during meetings.
- Raise awareness about Spark!'s opportunities within their local community and wider society.

- Support with case studies for funding proposals.
- Assist with development of new programmes.
- Contribute to social media activities and student blogs to help raising awareness.
- Contributing to promotional materials such as brochures and web pages.
- Act as an advocate for young people/youth, including those who have benefitted directly, or stand to benefit from, programmes offered by Spark!
- Consult with other young people with particular regard to equality, diversity, and inclusion.
- Consider acting as a representative for the views of others outside the board well as putting forward your own views.
- Embody the values of the organisation, including a commitment to equality of opportunity.

5. GENERAL

5.1.1 Quorum

A minimum number of **3** members are required for decision-making purposes.

5.1.2 Decision-making Process

Majority: A course of action requires support from more than 50% members who attend the meeting if there is quorum.

Decision making authority can be delegated to the chair(s) or individual members were agreed in advance by the board.

5.2 Frequency of Meetings

Meetings will be held quarterly unless discontinued by the board. Where, by exception, a particular issue necessitates more immediate consideration, the chair(s) may call an extra extraordinary meeting with the support of two additional members.

The youth ambassadors steering committee can nominate individuals amongst it is membership to attend board meeting to provide updates and ensure effective communication between their bodies.

5.3 Agenda & Minutes

Documents to be sent to members three to five business days in advance of a meeting scheduled. This package will include the following:

- Agenda for upcoming meeting
- Minutes of previous meeting
- A progress report for any relevant project/programmes
- Any other documents/information/topics to be considered to discuss at the meeting.

5.4 Declaration:

If you agree and happy with the document and discussion points above, please fill out the table below.

If you are under 18, you must advise your parents of taking part. Please complete the following, sign and return to:

chandnipatel@sparkchairty.org.uk

Full Name:	
School:	
DOB:	
Contact number:	
Parents number and email address (if you are under 18)	
Today's date:	

Authors:

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