



**SPIRIT OF  
ADVENTURE  
TRUST**

TE WAKA HIRINGA TANGATA

# Youth Engagement Panel Terms of Reference

November 2020

## 1. Overview

- 1.1. The Youth Engagement Panel (The Panel) is a group of diverse, passionate young people wanting to contribute to the success of the Spirit of Adventure Trust (The Trust) and influence one of New Zealand's leading and iconic youth development organisations.
- 1.2. The Panel will be part of The Trust's long-term sustainability and future focus. We will strongly contribute to the recognition of The Trust for its inclusiveness and diversity that reflects contemporary young New Zealanders.
- 1.3. The Panel sits alongside The Trust Board (The Board) to provide advice and recommendations, informing decision making, while implementing and supporting initiatives which empower young people and amplify the voice of youth.

## 2. Purpose and Role

- 2.1. The purpose of The Panel is to:
  - Strengthen the youth perspective of The Board.
  - Establish a relationship with young New Zealanders to enhance their relationship with the Spirit of Adventure. This includes engagement activities with youth which build on The Panel members' knowledge and the profile of The Panel.
  - Build The Trust's awareness of the current perspectives of young New Zealanders and how their needs and issues can be met.
- 2.2. The Panel will:
  - Bring to the attention of The Trust current youth issues and needs.
  - Advocate for youth with The Trust in relation to its management of those issues and meeting those needs.
  - Make a difference to young New Zealanders involved with The Trust.
  - Promote and encourage young New Zealanders to be champions for The Trust.

- Honour Māori as traditional custodians of the lands, te ao Māori (the Māori world) and support kaitiakitanga (guardianship or protection).
- 2.3. The Panel is an advisory group that can make recommendations to The Trust. The Panel has financial support from The Board, while spending requires the agreement of the CEO. A budget will be created by The Panel for the financial year, alongside an action plan showing what money will be used for and how it will be spent. When appropriate or necessary, there may be requests for further spending within the financial year. This is done through consultation with the CEO.

### 3. Responsibilities

- 3.1. Members are required to:
- Attend meetings.
  - Attend additional training, events and development opportunities, as required.
  - Be visible to youth in New Zealand for the purpose of representation.
  - Engage with voyage attendees.
  - Support the work of The Panel on a nationwide and regional level.
  - Assist the board to understand young New Zealanders views.
- 3.2. In return for their commitment and role, The Trust will provide:
- Recognition of their volunteer role such as through an appreciation letter.
  - Professional development, refer to Section 10.
  - Expenses and disbursements covered as set aside in the budget.
  - Uniform/branded items where required for representing the trust externally as set aside in the budget.
  - Transportation costs to meetings and promotional events as set aside in the budget.
- 3.3. Meetings
- The Panel members will meet formally every 6 weeks, with flexibility for a longer duration of time between meetings during holiday and exam periods. A schedule of meetings will be made available to The Board.
  - Meetings will usually commence in an online format, with at least two in-person meetings per year in different locations (for example, Auckland and Wellington), appropriate to members geographical locations. The time and location are subject to change.
  - Depending on project workload informal meetings may be required to take place between formal meetings.
  - Meetings may be open to non-panel members, but only where this is agreed upon in advance by the Panel.

- Agendas will be arranged by the Chair and Deputy Chair. Members may propose agenda items. The agenda will be sent at least two days prior to the meeting.
- Apologies to meetings must be received in advance of the meeting.
- Minutes are taken by the Secretary for meetings and then distributed to members in a timely manner.

## 4. Membership

- 4.1. The Panel shall comprise of 7 - 9 members including the Chair.
- 4.2. Members may be between 16 - 24 years old.
  - Given the tenure duration of 2 years, members during their last term may reach 24 years of age.
- 4.3. The Panel will include at least 2 members who have not attended a sailing voyage aboard the Spirit of New Zealand.
  - The Panel must also include sailing voyage alumni members.
- 4.4. Members shall represent a diverse range of youth and it is expected but not only limited to include these backgrounds:
  - Ethnic
  - Socio-economic
  - Geographical
  - Skills and Expertise
  - Gender
- 4.5. The recruitment process will identify the above backgrounds, see Section 8.
- 4.6. Members commit to attend meetings and have regular communication between members. The expectation is that a member does not miss more than two meetings consecutively.
- 4.7. Members need to be respectful and accepting of others views and diversity, including culture, religion etc.

## 5. Terms of Appointment

- 5.1. The term for each member will be a period of 2 years.
  - The member will serve until the term has expired, at which point they may reapply to be reelected following the selection process.

- 5.2. A member can apply for a leave of absence with notification to the Chair. The leave of absence may for example be used for significant international trips, serious illness, unprecedented family situations etc.
- 5.3. A members term may be ended by the Chair for the reason of defying these Terms of Reference.
- 5.4. A member of The Panel shall not concurrently be a member of The Board or a full-time employee of The Board. The Chair and Deputy Chair are participants on The Board.

## 6. Positions

6.1 Initially the position of Chair and Deputy Chair have been appointed by The Board, for the purpose of starting The Panel. Initially, the position of Secretary is appointed after completion of the recruitment process for Panel members.

6.1. Brief position responsibilities are outlined below:

### 6.1.1. Chair

- To set the agenda.
- To facilitate the smooth running of meetings.
- To lead the budget process for cost expenditure approval by The Board.
- To report to and attend The Trust's Board meetings.
- To hold a two-way relationship with The Board and CEO.
- To lead the direction of The Panel.

### 6.1.2. Deputy Chair

- To assist the chair in running The Panel.
- To fulfil any of the chair's privileges and responsibilities in the absence of the chair at any meeting, event, leave of absence or other situation.
- To support The Panel members' teamwork and wellbeing.

### 6.1.3. Secretary

- To take minutes during any formal meeting of The Panel.
- To distribute the agenda, minutes and any other relevant document to members of The Panel after approval by the Chair.
- To assist with organising and managing correspondence and other administration.

- 6.1.4. Other Panel members will contribute to fulfilling the purpose of The Panel and carry out the work in the action plan. There will be allocated tasks by the Chair which may include specific area(s) of interest.

## **7. Leadership elections**

- 7.1. The above positions shall be held for one year, at which point a vote will be held at the next meeting to either reappoint the same member to the position or appoint a new member. Interested Panel members can vote. The election is by a simple majority.
- 7.2. If a member(s) has a loss of confidence in any of the above roles, the member(s) should approach the Chair in confidence and ask the Chair to discuss with the member. In the prospect that the Chair is the subject of the loss of confidence, the Deputy Chair should be approached.
- 7.3. The Chair and Deputy Chair can raise leadership election issues with the CEO.

## **8. Recruitment of Panel Members**

- 8.1. Before the end of The Panel's 2 year term, members will elect a recruitment panel consisting of at least four people, including a previous Panel member, the current Chair and Deputy Chair, and a Spirit of Adventure alumni. The panel will consider new applications as well as reapplication of current members.
- 8.2. The selection process will be led by a recruitment panel.
  - This process must include external advertising to youth through a variety of channels. Prospective members will be invited to apply.
- 8.3. The method may include semi-formal expressions of interests and recruitment evenings.
  - An initial application shall constitute some sort of submission for the recruitment panel, such as a written, video or oral presentation.
- 8.4. A shortlist will be formulated by the recruitment panel. The final appointment will be decided by the Chair after discussions with the CEO to guide the decision making.
- 8.5. Appointment will be subject to ratification by The Board.

## **9. Agenda**

- 9.1. Main Agenda Items

- Any member may add items to the agenda by sending them to the Secretary and the Chair at least one week before the meeting is set to be held.
- The Chair is to add agenda items The Board would like The Panel to consider to the agenda.

#### 9.2. Administration

- On receiving inwards admin-related items such as emails and mail, it will be distributed to all Panel members and added to the agenda for the next meeting. If a quick decision is required, it will be raised to all Panel members and considered in an informal meeting.

#### 9.3. Decisions

- The Panel can pass decisions with a quorum of five members, present in person or via phone or web conferencing.
- The Panel may make any decisions (for example, action points, recommendations to be taken to The Trust Board, resolutions) with a simple majority of members present, provided a quorum has been established.
- Some decisions may require a two-third or three-quarters decision as outlined in these Terms of Reference, in which case the number should be rounded up to the nearest integer.
- The casting vote in the event of a tie lies with The Chair.
- Agreement to meet is by circulated resolution.

#### 9.4. Finances

- The Panel will receive an allocated annual operating budget set out by deliberations between the Chair and CEO.
- The Panel will set out expected expenditure in an activity programme.
- The activity program will plan the activities for the financial year, aligned with The Panel's vision and purpose.

#### 9.5. Committee

- The Panel may move into committee with a simple majority vote.
- No minutes will be taken during the part of the meeting that is conducted in committee, only any decisions made shall be recorded.
- The purpose of moving into committee is to consider any matter before The Panel that may be confidential, but also to allow The Panel to have frank and open conversations about issues.
- The Panel should move a motion to move out of committee after the discussion of the sensitive matter.

#### 9.6. Written documentation

- Any documentation with external permissions will require a review by another member.
- Submissions to The Board will require management reviews.

## **10. Professional Development**

- 10.1. Held biennially in Auckland, in the year a new Panel is appointed
- 10.2. Provides a space for professional development in areas not limited to communication, collaboration, productivity, subject matter training, self-awareness and tikanga.

## **11. Reporting**

- 11.1. Members will report at formal meetings on their delegated work.
- 11.2. Members may be asked to contribute to reports that the Chair and Deputy create.
- 11.3. The Panel will submit a report to the CEO. This will be discussed with the CEO five working days prior to a Board meeting.
- 11.4. The report from The Panel will be a standing item on The Board's agenda.

## **12. Conduct**

- 12.1. Members will refer to themselves as representatives of the Spirit of Adventure Trust Youth Engagement Panel.
- 12.2. Members will responsibly represent The Trust upholding standards of conduct that ensure the good name of The Trust does not come into disrepute. This includes social media and social gatherings.
- 12.3. Members will comply with The Trust standard code of conduct (Annex 1) and complete an NZ Police Vetting.

## **13. Conflict of Interest**

- 13.1. Members shall disclose any conflicts of interest at the start of each meeting, or in advance to the Chair.
- 13.2. Conflicts of the Chair should be disclosed to the Deputy Chair.

- 13.3. Conflict of interests may include but are not limited to other positions held on executive committees that are a competitor of The Trust or being a member of a competing organisation.
- 13.4. On disclosure of a conflict, the member will be asked to leave the meeting for the duration of the discussion.

I (name) \_\_\_\_\_ of, \_\_\_\_\_ (address), have read the Terms of Reference for the Youth Board and agree to these Terms of Reference and participation in Youth Board.

Signed \_\_\_\_\_

Date \_\_\_\_\_

## Annex 1: Code of Conduct

Your Voyage on the Spirit of New Zealand and involvement with Spirit of Adventure should be a wonderful and memorable experience for all.

To ensure that every member/participant is treated equally and for safety reasons, we require the following standard of behaviour to be observed. By signing this, you are agreeing to the below standards of behavior. The Spirit of Adventure Trust reserves the right to raise any behaviour with you and if relevant to remove you from the Ship should any of the below standards of behaviour not be complied with. During a voyage please note as a result, fees will not be refunded and any costs you incur will not be covered.

I will:

- Inform the Master of any medication I am taking that is not on my medical form
- Not bring or use alcohol, illegal drugs, cigarettes (including e-cigarettes and vaping), or weapons (knives) to any meeting, occasions or onboard the ship.
- Comply with all instructions given by the Crew
- Respect all staff and other members/participants
- Not use threatening or offensive behaviour towards any staff or member/participants
- Accept and appreciate the 'no violence' policy (either verbal, physical or emotional)

Not post any images or comments on any social media site that may give a negative impression of the Spirit of Adventure Trust, including the Spirit of New Zealand, the crew and fellow members/participants.