

## How to host an advisory group of children and young people

An advisory group is a group of children and/or young people who meet regularly to provide counsel to organisations and governing bodies.

It is a powerful way to enable and amplify youth voice, agency and leadership to contribute:

- ideas, insights, experiences, and opinions with the intention to influence outcomes
- iteratively throughout the end-to-end lifecycle of a collaborative design process to influence change to governance: to direct, inform and make decisions. Remember to keep it REAL\*.

### Time

2 hours

### People

6-8

### Materials

- Catering
- Recording tools/equipment

### Steps

#### 1. Co-design it with children and young people where possible

- Define the purpose, scope of influence and intended impact.

#### 2. Establish the format including

- How will members be recruited?
- How will diverse voices be represented?
- How many members will the group have?
- What ages will they be?
- How long is a term?
- How often will the group meet?
- Where will the group meet?
- How will members be rewarded?
- Are there defined roles? What are they and how will they be appointed?
- How will discussion be recorded and shared?

#### 3. Establish the rules

- How will decisions be made?
- How will dissent be managed and resolved?

#### 4. Administer the group effectively

- Manage meeting arrangements: venue booking, access, catering, housekeeping
- Notify details of meetings and changes in the schedule
- Distribute an agenda with a request for items to be added
- Record the meeting discussion; and
- Track and report upon actions and their impact.

#### 5. Honour the beginning and end of a person's term of service

- How will incoming members be welcomed?
- How will outgoing members be thanked for their service?

\*Read *The Field Guide* to keep it real when engaging children and young people.