



## The EFL Trust Youth Forum

### Terms of Reference

#### **1. Objective/Purpose**

The EFL Trust Youth Forum will act as a consultative body that provides feedback in order to influence decision making processes and inform the work of the EFL Trust.

#### **2. Duties and Responsibilities:**

- Review project proposals and mechanisms of delivery to ensure the work we do and the way we do it is meaningful and in-tune with the needs of the diverse communities in which we serve
- Advocate for others and input into national funding bids and EFL Trust's strategic objectives
- Review the impact and outcomes of programmes and projects delivered by Community Club Organisations/Delivery Partners and make recommendations for future business growth
- Consult with a broad representation of people from your region to understand their needs and ensure that their views and opinions are fairly represented, even when they differ to your own
- Help Community Club Organisations and the EFL Trust identify social action projects and take part in them including EFL Day of Action
- Support EFL Trust's vision of building '[Stronger, Healthier, More Active Communities](#)'.

#### **3. Structure of the Forum**

- 3.1 The EFL Trust Youth Forum will be made up of up to 15 young people, aged 16-24, who have taken part or are currently participating in either a Football Club Charity or Delivery Partner's programme

At the start of each Youth Forum year, the members will elect a Chair, Deputy Chair and Secretary from the 15 young people on the forum. With the support of the EFL Trust staff, said roles will be responsible for:

##### **Chair:**

- Agreeing agenda items and chairing forum meetings
- Being the main point of contact between the Forum and the EFL Trust staff
- Encouraging participation from Forum members

##### **Deputy Chair:**

- Supporting the Chair in their duties and deputising for the Chair in their absence



**Secretary:**

- Taking meeting minutes
- Effective record keeping

At each forum meeting there will be a minimum of 2 EFL Trust staff present. **The role of the EFL Trust staff will be to:**

- Coordinate Youth Forum meetings (booking venue, travel and food where appropriate)
- Communicate key updates, reminders and meeting times, dates and locations to forum members
- Circulate agenda to Forum members in advance of meetings
- Encourage and support young person participation, implementing individual support plans where appropriate
- Advocate for the Youth Forum during meetings and establish links with youth sector, community or external partners that can add value to Forum member experience and the purpose of the Forum
- Positively challenge Forum members and facilitate them to take ownership of the changes they want to see.

3.2 Members are expected to commit to the Forum for 12 months and may be invited by the EFL Trust to extend this for an additional 12 months should circumstances allow.

3.3 Forum members will be selected on the back of an application and interview process.

Although places on the forum are limited, the application process will be re-opened on a yearly basis to balance any changes with continuity across the Forum.

Unsuccessful applicants will be able to re-apply.

#### **4. Conduct of Members**

Members of the Youth Forum should ensure that they understand the role and purpose of the group in respect of its key responsibilities.

Forum members should:

- Engage in discussion and contribute their views and ideas whilst listening to and respecting those of others, even when they differ to their own
- Be passionate about creating positive change and improving the work of the EFL Trust
- Be supportive and encouraging of one another
- Be reliable and committed
- Not misuse information gained in the course of membership for personal gain, nor seek to use this opportunity to promote personal/private interests or those of the Football Club Charity/Delivery Partner they represent or any other organisations
- Not communicate confidential information gained in the course of their membership including through social media channels



- Ensure that the group does not exceed its powers or functions.
- Have FUN!

## **5. Quorum**

The minimum number of Forum members that need to be in attendance for a Forum meeting to take place will be 3 Youth Forum members plus the Chair/Deputy Chair.

## **6. Frequency of Meetings/Time Commitment**

The Forum will meet bi-monthly (6 times a year) with a mixture of face-to-face and virtual meetings.

Outside of meetings, Forum members may be asked to undertake individual or group tasks. As such, it is anticipated that forum members should be prepared to give up to five hours per month.

## **7. Reporting**

The Chair (or Deputy Chair in their absence) will report to the EFL Trust staff and may on occasion be requested to present on behalf of the Forum at Board of Trustee meetings.

There will be a standing agenda item at each Board of Trustee meeting and minutes of each Youth Forum meeting will be distributed with all board papers.

The Youth Forum will create statements and maintain records to capture the influence it has had on the strategic work of EFL Trust and the impact this has had on programme or project outcomes at CCO/Delivery Partner level.

## **8. Other Matters**

With the support of EFL Trust staff, the Youth Forum will:

- Have access to sufficient resources in order to carry out its duties
- Arrange for periodic reviews of its own performance and, at least annually, review its structure and terms of reference to ensure it is operating at maximum efficiency
- Make recommendations to EFL Trust staff/to the Board on any area within its remit that requires action or improvement.