PLAN INTERNATIONAL USA
YOUTH ADVISORY BOARD
GENERAL OVERVIEW

**Mission:** We are a body of young people from the United States vocalizing the needs of the global youth population by serving as ambassadors to Plan International USA. We strive 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 information below is general for orienting to participation on the Youth Advisory Board (YAB). Every year, the current YAB typically reviews and establishes its own set of guidelines and expectations.

**MEMBERSHIP**
To be a member of the Youth Advisory Board, youth must:
- Be a young person living in the US, aged 15–20
- Be proficient in English
- Be interested in global issues and helping Plan deliver the best programs possible
- Have regular access to a computer and the internet
- Love working as part of a diverse team

**ROLES & RESPONSIBILITIES**
The YAB adds value to Plan International USA by:
- Providing advice, input and feedback to Plan’s youth programs, the Youth and Economic Empowerment Team, the Executive 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 US and internationally, within and outside of the Plan Federation

This happens through meeting basic expectations of:
- Attending monthly YAB meetings (via conference line) in their entirety
- Participating in sub-committees (via conference line) as needed—typically one sub-committee meeting will occur between the full member meetings
- Making best efforts to attend in-person retreats—meetings usually occur bi-annually in January and August
- Abiding by the values and guidelines established in the team’s communication standards

**COMMUNICATION STANDARDS**
- Respond to all emails within 72 hours
- Complete doodle scheduling polls within 48 hours
• If a member misses a monthly call, they are expected to read the meeting notes and send a summary of the notes to the coordinator
• Sub-committee Point People are expected to drive the work of the sub-committee and ensure its goals are attained by scheduling one monthly sub-committee call, creating an agenda for each call, sending call notes to the YAB coordinator, updating the YAB of the progress before each YAB call, and updating the coordinator/YEE staff if sub-committee work is not progressing

Evaluations
Evaluations are important to gauge our success and commitment to the YAB
• Evaluations will be conducted once a year by YAB members as an opportunity for the group to discuss such items as: our current status, where we want to be, our goals, challenges and ways to overcome them, commitment to the mission, Ways of Being, etc.