



## NORTH EAST YOUTH ORGANISATIONS NETWORK COORDINATION AGREEMENT

This document outlines the agreement and associated responsibilities of all parties - here named as City of Swan, Department of Education (North Metro Regional Education Office – Participation Team) Parkerville Children and Youth Care Inc., Rise, Shire of Mundaring and Town of Bassendean - in supporting the North East Youth Organisations Network (NEYON) as a Coordination Group.

### **PURPOSE**

The purpose of this Agreement is to define and formalise a commitment between the Agencies represented on the North East Youth Organisations Network Coordination Group and to the NEYO Network itself (see NEYON Terms of Reference 2013).

### **TERM OF AGREEMENT**

This agreement exists for one calendar year being **January 2013 to December 2013** inclusive. This agreement may continue on an annual basis subject to review by Agencies represented and the North East Regional Youth Network members.

### **ROLES AND RESPONSIBILITIES**

#### ***Agency Responsibilities***

All above mentioned agencies will:

1. Nominate a suitable "Position" within their organisation to be represented on the Coordination Group for the full term of the agreement.
2. Commit a minimum of 4hours per fortnight within that position to supporting activities associated with the coordination and delivery of the NEYON.

#### ***City of Swan***

1. The City of Swan will commit an additional 4hours per fortnight to supporting activities associated with the coordination and delivery of the NEYON for the term of this agreement.

#### ***Coordination Group Member Responsibilities***

1. Coordination Group Members will act as Champions for the Network, advocating NEYON as the leading Youth Network in the North East region of Perth in mobilising collective agency expertise and a driving response to positive change on youth issues and initiatives.
2. One (1) Coordination Group Member will be elected within the group to act in the Chairperson role for the extent of the agreement.
3. Coordination Group Members will set the Agenda for NEYON Meetings ensure appropriate venues are sought to conduct meetings and minutes are taken at each meeting and made available to all members.
4. Coordination Group Members will self nominate to oversee the tasks and responsibilities of at least one Strategy Working Group established within the NEYO Network.
5. Coordination Group Members will guide the Network in the delivery of the Strategic Plan (2012-2015) and Operational Plan 2013.

6. Coordination Group Members will be responsible for ensuring the development and delivery of a yearly planning session to create an annual operational plan as a guide for the delivery of the three year strategic plan.
7. Coordination Group Members will undertake network development activities to support the ongoing sustainability of the NEYO Network. This includes, but is not limited to; reviewing and updating the membership database, extending invitations to new members, ensuring new members receive appropriate Network information (e.g. NEYON Terms of Agreement) and reviewing long term financial sustainability.
8. Where funds are sought to deliver Network strategic objectives, the Coordination Group will source a suitable agency to auspice funding on behalf of the Network.

**FINANCIAL ACCOUNTABILITY**

1. Agencies undertaking this agreement are under no financial responsibility to support the NEYO Network.

Signed: \_\_\_\_\_ on behalf of \_\_\_\_\_(Agency)

Dated: \_\_\_\_\_

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