

12 STEPS TO A YOUTH-FRIENDLY BOARD/STRATEGIC MEETING

This resource should be used alongside the AIM The Right Way resource which can be found at www.therightway.scot

1 Expectations & pre-meetings

Clearly define and communicate the expectations on the young people associated with joining a Board and meet them in advance.

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Before the meeting

2 Training

2 Offer training to the young people involved - this could include training on finance, governance, leadership or an introduction to the organisation.

3 Accessibility requirements

Provide the opportunity for the young people involved to share their specific accessibility requirements and account for them in planning.

3

4 Papers & materials

4 Provide all meeting papers and materials well in advance of the meeting as agreed with the young people.

5 Role of the Chair & note taker

Ensure the Chair/facilitator helps to bring all the young people in the meeting into the conversation and that accurate notes are taken.

5

During the meeting

6 Removing jargon

6 Instruct all participants to avoid using jargon throughout the meeting, and leave time to explain jargon that is used.

6

7 Supportive environment

Create a supportive environment to break down the power imbalance - this might include, intros, icebreakers, snacks at in-person meetings, etc.

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8 Valuing young people's views

8 Ensure that young people have the opportunity to share their views and that they are actively listened to.

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9 Minutes

Provide minutes in a timely manner and give young people the opportunity to confirm the minutes are an accurate account of the meeting.

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After the meeting

10 Actions

10 Where agreed, provide clear actions for attendees in-between meetings and appropriate support for young people to have ownership over them.

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11 Feedback

Provide feedback on what action has been taken as a result of the views shared during the meeting.

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12 Continuous improvement

12 Give regular opportunities for young people to feedback on their experiences and make appropriate changes to improve.

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