

# **CALIFORNIA COLLABORATIVE ON YOUTH DEVELOPMENT**

## *Mission, Goals & Collaborative Structure*

### MISSION

To advance positive youth development at the state level through leadership, policy adoption and practices that create supports and opportunities for youth across California. (adopted 6.03.05)

***CCYD Goals – with primary focus at the state level, the strategic goals include influencing and guiding public policy decisions impacting children and youth:***

- Communication among youth-serving groups, organizations & agencies
- Advancing sound public policy for children & youth
- Pursuing strategic initiatives among stakeholders
- Building adult-youth partnerships
- Research & evaluation

### **California Collaborative For Youth Development (CCYD)**

The collaborative is an association of organizations with statewide and/or local interests in youth development. The collaborative is a membership organization, which conducts business through quarterly meetings of its membership, through the CCYD Executive Committee and through issue focused sub-groups. CCYD members recommend program and policy issues for consideration by action focused subcommittees, which then recommend a course of action for the full membership.

The leadership of the CCYD works to build and strengthen the capacity of individuals, organizations, and communities throughout California to promote positive youth development standards and outcomes.

#### *Collaborative Criteria & Expectations*

CCYD members:

- should be able to speak for their organization, or have direct access to the organization's decision-makers,
- should be affiliated with a youth development or youth serving organization, pertinent stakeholder groups, and/or an organization with a sustained interest in positive youth development, and
- should support the participation of a youth partner.

- youth partners should be 14-25 years old.

The collaborative member will:

- attend all meetings of the CCYD, and provide input on meeting topics,
- serve on at least one workgroup or committee or ad-hoc task force,
- agree to support youth participation and work within a youth-adult partnership,
- take issues back to constituency groups as appropriate, or when called upon to do so by the CCYD,
- gather input on agenda items prior to meetings, and
- complete action items by agreed-upon deadlines.

### **Active Membership**

Active members, representing their governmental, non-profit and/or youth-serving organization, comprise the full collaborative and collectively represent the interests of the CCYD. The membership shall establish standing committees (such as the Executive Committee), workgroups and ad-hoc task forces as needed to accomplish the work of the CCYD.

The full collaborative meets four times a year. Consistent attendance is important for the success of the collaborative and members are expected to attend all meetings. One or (?) two unrepresented absences in any twelve month period requires the Executive Committee to contact the collaborative statewide member organization, collaborative committee, or system representative organization to replace their designated representative.

*Alternates:* Members should identify a specific designated alternate who will attend meetings and has the authority to act in the event of their absence. It is the member's responsibility to keep their alternate up-to-date on collaborative issues and activities enabling the alternate to act in a responsible and informed manner should they substitute for the member.

Subcommittee meetings, times, frequency

- Workgroups (subcommittees) meet between the Collaborative's quarterly meetings, as needed.
- Location for meetings rotates among collaborative members, primarily in Sacramento.
- CCYD meeting times are from 3-5 pm, with time before or after reserved for workgroup meetings.

## Expenses

- Collaborative members provide support for their youth partner to attend meetings.
- Collaborative members cover all of their own expenses including travel.

## **Executive Committee**

The Executive Committee will be comprised of the two co-chairs and four other members in good standing elected by the full membership. This committee will work to identify priorities and set meeting agendas, and has the ability to speak for the collaborative if called upon to do so between quarterly meetings. The committee shall prepare a schedule of meetings and shall also prepare candidate slates for the annual election of co-chairs. Further, the Executive Committee is responsible for ensuring that the work of all committees, workgroups and ad-hoc task forces is carried out in a manner consistent with the values and principles of collaborative.

## **Co-Chairs**

The Co-Chairs act on behalf of, and at the direction of, the steering committee to carry out the operation and oversight of standing and ad hoc committees. They represent the membership to the degree authorized by that body.

Co-Chairs will be represented equally (one chair each) by one (1) member from a governmental organization such as state or county department or system, and one (1) member from a non-profit or non-governmental organizations. Both must be approved by a majority of the membership.

To maintain continuity in the collaborative, the Non-Profit or Non-governmental chair will be elected even years, the Governmental chair elected odd years. The co-chairs elected in 2005 will serve three years and two years respectively.

### *Duties of Co-Chairs:*

It shall be the duty of the Co-Chairs to:

- A. Serve as an identified Co-Chair of the CCYD Collaborative.
- B. Rotate chairpersonship and attend all leadership and steering committee meetings.

- C. Represent positions and decisions of the collaborative to the public and government organizations.
- D. Assure preparation of meeting notices and agendas well enough in advance so that members can obtain authority to act on issues from their respective organizations in advance of collaborative meetings. It is desirable that the co-chairs have organizational support and back-up for their responsibilities.
- E. Assure that minutes of meetings are recorded accurately, approved timely, and distributed appropriately to all members and file the minutes on the CCYD website.

### **Logistics Chair**

In conjunction with the Executive Committee, the Logistics Chair will be responsible setting the four annual meetings and notifying the membership of the dates. The chair will also secure meeting locations and send out meeting reminder notices to all CCYD membership at least one month prior to the regularly scheduled meetings with the last meeting minutes attached. The member holding this position shall hold it for one year, and the chair shall rotate among all CCYD membership.

- A. Assure that membership lists are maintained.
- B. Establish and maintain an up-to-date database capable of generating mailing/labeling lists for the steering and executive committees, endorsing organizations, and other collaborative contacts.

(Revised 9.05)