



CCSWG YOUTH ADVISORY COUNCIL



*Handbook
2023 - 2024*



Dear Youth Advisory Council member,

Congratulations on being selected as an inaugural member of the California Commission on the Status of Women and Girls' Youth Advisory Council. You have been selected for this council because of your passion and commitment to advance gender equality and equity for girls in California. Serving as a Youth Advisory Council member provides a distinct opportunity to be a visible change agent for intersectional equity in California.

As a Youth Advisory Council member, you are one of 27 youth leaders who direct our effort to achieve equity, access, and justice for all girls in California. We hope you find your time with the Youth Advisory Council productive and rewarding. We are grateful for your dedication, time, and insight into key issues affecting girls today.

Thank you for your commitment to service. I look forward to working with you!

Sincerely,

Kimberlee Vaye
Program Director
CCSWG

About the Youth Advisory Council

In 2022, the California Commission on the Status of Women and Girls (CCSWG) recognized that the voices of our younger constituents were not being represented. In response to that need, we are creating our **Youth Advisory Council (YAC)**. Having a youth-centered approach is vital. Not only does it help us see the state through different eyes, but it also ensures that CCSWG is including the voices of all our constituents.

The YAC is a group of young residents (ages 12-19) of California brought together to increase youth involvement in California's public policy efforts. Through this council, CCSWG shall keep youth engaged through thoughtful conversations, experienced speakers, and advocacy and leadership development, resulting in the development of a *Girls Agenda* for the Commission.

*All references to 'women and girls' include gender-expansive individuals (cis women and girls, trans women and girls, nonbinary individuals, gender-nonconforming individuals, genderqueer individuals, and any women or girl identified individuals).

Vision

To educate policymakers, service providers, and community officials throughout California about the experiences, needs and views of our state's youth and young adults.

Mission

The YAC members will provide insight into policies, procedures, and legislation affecting girls throughout California. The YAC will provide meaningful leadership for its members through training, experiences, and interactions with Commissioners, CCSWG staff, and other professionals in the public and private sectors, resulting in the empowerment of young women and girls to become advocates not only for themselves but for their communities.



Youth Advisory Member Roles

YAC members represent a diverse cross section of the California population. 2023-2024 Membership is comprised of youth ages 12-19 from the following counties: Alameda, Contra Costa, Glenn, Los Angeles, Madera, Orange, Sacramento, San Bernadino, San Diego, San Francisco, San Joaquin, San Mateo, Santa Clara, Solano, Sonoma, Stanislaus, and Ventura.

The role of the CCSWG YAC is to operate in an advisory capacity by providing current knowledge, critical thinking, and analysis to increase the confidence of the Commission's decision-makers and that they have a reliable connection with young women of our state.

As an official Advisory Committee created by the Commission, the YAC is subject to the Bagley-Keene Open Meetings Act, which means that all meetings of the YAC must be open to the public.

Be an advocate for girls in your community.

As a Youth Advisor your participation, input, and insight are valued. To do this effectively Youth Advisors should:

- Regularly attend meetings to share expertise and knowledge to further the vision, mission, and values of the organization.
- Engage with Commission Program Director to identify opportunities to support the Commission based on your expertise and support Commission's projects or events.
- Attend scheduled Youth Advisory Council meetings to develop leadership and advocacy skills.
- Comply with the requirements of the Bagley-Keene Open Meetings Act, which requires that meetings of the YAC be open to the public.
- Serve as a local CCSWG youth ambassador and act as a liaison within your local community.
- Advise and proactively make recommendations regarding issues that affect young women within your geographical area.
- Communicate with Commission Program Director if no longer able to fulfill responsibilities and must step down from YAC.

When acting as an ambassador for the Youth Advisory Council, you shall positively portray the Commission, the work of the Youth Advisory Council, and promote the efforts of the Youth Advisory Council.

Youth Advisors are ambassadors representing CCSWG and should work to continually familiarize themselves with issues of importance to the girls of



their region. YAC members should regularly share information in their communities about the Council's work and bring issues of concern to the Youth Advisory Council.

Required Submissions During Onboarding

- Picture of self
- Media Release formed (signed by parent/guardian if minor)

YOUTH MEMBER RESPONSIBILITIES



- Attend scheduled Youth Advisory Council meetings (generally bi-monthly- 6x/year)
- Work directly with CCSWG staff and Commissioners as requested.
- Serve as a local CCSWG youth ambassador and act as a liaison within your local community.
- Be open to share information peer-to-peer with your fellow YAC members at an open meeting.
- Advise and proactively make recommendations regarding issues that affect young women within your geographical area.
- Communicate with Program Director if no longer able to fulfill responsibilities and must step down from YAC.

COMMISSION STAFF RESPONSIBILITIES

- Commission staff will coordinate membership outreach.
- Commission staff shall set up and coordinate virtual meetings with designated youth member.
- Commission staff shall assist with meeting minutes and dissemination of information between meetings with designated youth member.
- Commission staff will assist with coordination and communication with other local Women and Girls Commissions to help identify new Commissions where they do not yet exist.

COMMISSIONER RESPONSIBILITIES

- Two Commissioners are assigned to the Youth Advisory Council Committee and will occasionally attend meetings.
- Commissioners shall convey YAC information at regular Commission meetings and upon request to help inform decision making and policy development.
- Commissioners shall assist with coordination and communication with other local Women and Girls Commissions to help identify new Commissions where they do not yet exist.

MUTUAL AGREEMENTS

Mutual agreements shall be discussed and recorded at initial meeting of all members. These can include but are not limited to:

- Preferred method of communication between Program Director and youth
- Frequency of communication between meetings
- Reasonable response times when communicating with Program Director or other CCSWG staff.

WORKING AGREEMENTS

- Respect other's opinions
- Contribute to conversations
- Take initiative
- Speak up
- Keep confidentiality where appropriate
- Respect this is a judgment free zone
- Show support
- Foster a safe environment
- Keep an open mind
- Ask questions
- Hold each other accountable
- Provide constructive feedback



Youth Advisory Council Meeting Process

The Youth Advisory Council will meet virtually as a group 6x/year. There may be other opportunities throughout the year to meet in smaller groups (virtual or in person) or attend special events. These are in addition to the bi-monthly meetings.

Elections shall be held for Chair, Vice Chair, and Secretary:

- **Chair:** Leads by example and is the primary liaison between the Commissioners, Commission staff and the YAC members. Ensures structures and procedures are in place for effective meetings. Effectively communicates with necessary persons to develop and disseminate meeting agendas and minutes on time. Possesses effective communication and time-management skills needed to lead meetings and follow up on action items.
- **Vice Chair:** Assists Chair in carrying out important tasks such as agenda development and dissemination of pertinent information. Works closely with Chair and stands in place of Chair if Chair is absent.
- **Secretary:** Takes meeting minutes. Sends minutes to Program Director. Program Director send to Chair and Vice Chair for review, prior to dissemination to YAC members and Commissioners.

REPORTING EXPECTATIONS

A comprehensive update on progress toward YAC objectives and deliverables shall be discussed at the meetings. Barriers to progress and possible solutions shall also be discussed and documented in meeting minutes. Action items, and those responsible for said items, will be included on all meeting minutes.

A quarterly deliverable report shall be written by YAC Chair and Vice Chair and sent to designated Commission staff.

CCSWG Annual Report will include YAC goals, accomplishments, and a look ahead into the next year.

Communication Processes and Protocols

When a YAC member has something to discuss with the Council in between meetings:

1. Email the Program Director.
2. The Chair and Program Director will work together to fulfill any requests or items needing action.



CCSWG Media Policy

The Commission on the Status of Women and Girls Press Policy applies to Youth Advisory Council members, when acting on behalf of the Youth Advisory Council. All inquiries from the media about such issues should be referred to the Director of Communications, Darcy Totten, darcy.totten@women.ca.gov.



CCSWG Social Media and Digital Engagement Guidelines

The California Commission on the Status of Women and Girls believes in supporting open communication and encourages all staff, Commissioners, and Youth Advisors, to share their passions with the world online while following these guidelines:

DO's

1. **DO** follow and engage on social. As a representative of the Commission, you are our best avenue for public outreach. Please immediately like and follow @CCSWG on Twitter, Instagram, LinkedIn, and Facebook and help us to promote the great work the Commission is doing.
2. **DO** share CCSWG's social media posts to your own platforms from all channels!
3. **DO** tell us what you're up to! Connect with the Director of Communications about opportunities to recognize and engage on social media where appropriate.
4. **DO** tag the Commission and help increase our presence online when participating as a representative of CCSWG or in other appropriate situations,
5. **DO** utilize and promote social toolkits provided by the Commission that will promote key projects, issues, and other important matters.

6. **DO** tell us about other organizations, campaigns, and efforts we should consider engaging with that align with the work of the Commission and the Youth Advisory Council.

DON'TS

1. **DON'T** establish any CCSWG branded account on your own. This includes anything with CCSWG in the title, handle, URL, or logo.
2. **DON'T** use CCSWG branding (including but not limited to the CCSWG name, logo, color scheme, screenshots of our website or fonts) on your private account to promote any project that is not affiliated with CCSWG.
3. **DON'T** represent your personal opinions as the Commission's. When discussing CCSWG online, identify yourself and your role as a member of the CCSWG Youth Advisory Council. You must make clear that your opinions do not reflect an official statement of the agency in every post that may overlap with CCSWG work. You can use a disclaimer like, "The postings on this site are my own and do not necessarily represent the position, strategy or opinions of CCSWG."
4. **DON'T** forget that as a member of the YAC you are a representative of the full Commission, even when you are posting from your private accounts. Social media posts and photos, even on your private accounts may be closely scrutinized. Consumption of narcotics, illegal behavior, racist, sexist, or homophobic behavior or statements are against the values of the Commission, and the YAC.
5. **DON'T** use Commission email addresses to set up social media accounts that will be used for private/personal communications.
6. **DON'T** post without proper permission and attribution.
7. **DON'T** create your own CCSWG promotional materials. If you need such materials, please place a request with the Director of Communications.

SO YOU KNOW...

- On all official company accounts, CCSWG will correct inaccurate posts in a timely fashion but will not delete posts unless specific policy has been violated. We reserve the right to review all posts and to delete spam or defamatory postings at our discretion. This includes posts by employees, partners, sponsors, or Commissioners.
- Please recognize that retweets, while not official endorsements, can indicate approval. As a representative of CCSWG, please refrain from retweeting or sharing material that violates any of the above policies.

- If you are contacted by a reporter via any social media channels related to the Commission, please do not engage. Take their name, contact info and outlet, and forward the information to the Director of Communications.

TIME COMMITMENT

We are asking for a one-year commitment to the Youth Advisory Council.

If at any time a Youth Advisory Council member is no longer able to fulfill responsibilities and must step down, they must submit a letter (e-mail), dated with the resignation date, to the CCSWG Program Director.





Youth Advisory Council (YAC) 2023-2024 Meeting Dates

Agenda and Team link will be sent to council members via e-mail prior to each meeting.
Meeting information will also be posted on CCSWG's webpage 10 days prior to meeting.

1st meeting, Monday, 4/17/2023 4:00-6:00 p.m.

- Closed meeting.
- Meet and Greet
- Overview of Commission is given and role of YAC.
- Brief overview of Bagley Keene rules is provided
- Overview of 2023-2024 meetings and speakers

2nd meeting, Tuesday, 5/16/2023 4:00-6:00 p.m.

- Open public meeting
- Election of officers
- Charter discussed.

Guest Speaker, June date and time TBD

- Open to the public

3rd meeting, Tuesday, 7/18/2023 12:00-2:00 p.m.

- Open public meeting - Official business discussed.

Guest Speaker, August date and time TBD

- Open to the public

4rd meeting, Wednesday, 9/20/2023 4:00-6:00 p.m.

- Open public meeting - Official business discussed.

Guest Speaker, October date and time TBD

- Open to the public

5th meeting, Wednesday 11/15/2023 4:00-6:00 p.m.

- Open public meeting - Official business discussed.

Possible guest speaker December 2023 date and time TBD

- Open to the public

6th meeting Wednesday, 1/17/2024 4:00-6:00 p.m.

- Open public meeting - Official business discussed.

Final meeting March 2024 date/time/location TBD

- Possible in-person gathering.