

Annex 1: Electoral Timeline

The Commonwealth Youth Council (CYC), with support from the Commonwealth Secretariat, will organise the CYC election.

The election schedule is as follows:

| Deadline | Activity |
|-------------------------------|--|
| 22 July 2024 | Opening - nomination |
| 12 August 2024 | Closure - nomination (11:59 pm GMT+1) |
| 23 August 2024 | Outcome emailed to nominees |
| | Deadline to confirm candidacy+ Social Media |
| *Before 27 August 2024 | Info Session for Candidates & National Youth Delegates (NYD) |
| 27 August 2024 | Deadline for candidates to upload materials for the main campaign website (11:59 pm GMT+1) |
| 28 August - 14 September 2024 | Press Announcement + Start of Campaigning Period (18 days) *No campaigning to begin before the 27 August 2024 |
| 30 August - 14 September 2024 | Virtual Hustings |
| 14 September 2024 | End - Online Campaigns (11.59 pm GMT+1) |
| 15 September 2024 | Cooling Day - No campaigns can be done |
| 16 & 17* September 2024 | Election Day *starting 12am GMT+1 on 16th September, ending 11:59 PM GMT+1 on 17th September |
| 17-18 September 2024 | Announcement - Results of Election |
| 22 October 2024 | Installation Ceremony |

Shortlisting and Confirmation of Candidates

Following a review of the nominees for each post by the electoral board, a list of Shortlisted Candidates per position will be publicly shared upon confirmation of acceptance received from all shortlisted candidates. The election campaigns, hustings and voting will take place virtually.

Election Campaign Costs

Each candidate should not spend more than £200 in campaign expenses.

Nomination Form - Elections to CYC Executive

Nominations for the 2024 nominations process must be submitted via the [online form](#) on Mi-Voice.

Link: <https://www.mi-nomination.com/cyc/form/Nomination>

Please see the form below for reference.

Annex 2: CYC Executive Nomination Form

(This form is for reference only, *Nominations for the 2024 nominations process must be submitted via the [online form](#)* on Mi-Voice.)

Please note that all CYC Executive roles are voluntary, unpaid positions.

Section 1: Candidate Details

| | |
|------------------------------|--|
| Nominated Position | |
| Full Name of Nominee | |
| Date of Birth (DD/MM/YYYY) | |
| Address | |
| Country of residence | |
| Nationality | |
| Telephone Number | |
| Email | |
| Work/Alternative Address | |
| Alternative Telephone Number | |
| Alternative Email | |

Nominator Details:

| | |
|--|---|
| Nominating Organization/Institution | |
| Organization type (Please select with highlight) | National Youth Council / National Youth-led organization / Regional Youth Council / Regional Youth-led organization / International Youth-led Organization |
| Organization registration number and the country of registration | |
| Name of Nominator & Designation | |
| Address of Organization/Institution | |
| Telephone Number | |
| Email of Nominator | |

Section 2: Acceptance of Nomination

By signing this document, the nominee confirms that he/she accept this nomination and agrees to the following 19 points, and that the CYC reserves the right to withdraw his/her nomination with or without notice in cases where:

1. It is discovered I do not have the claimed qualifications or experience.
2. I have not obtained, for whatever reason, any appropriate nomination requirements.
3. The understanding that, if the nomination is subject to background checks, the nominee must disclose details of any criminal records, including convictions, cautions, reprimands and final warnings and any other information that may have a bearing on their suitability for the position.
4. The nominee understands that providing false or misleading information will disqualify them for the nomination process, of if elected, will render them liable to dismissal without notice.
5. The nominee will abide by the CYC election regulations, CYC Constitution and other rules and procedures of the CYC.
6. The nominee understands that no person on the Executive shall be under the age of 15 years or reach their 30th birthday during their term. Therefore, the nominees must be born between 22 October 1996 and 22 October 2009 to be eligible to be candidates.
7. In keeping with article 21 (2 g, g) of the CYC Constitution, the nominee understands that the position of **Chairperson** is only to be contested for by candidates from the Commonwealth Africa Region (on rotation), as the previous holder of this position was from Papua New Guinea in the Pacific region.
8. In keeping with article 21 (2 f, g) of the CYC Constitution, the nominee understands that the position of **Vice Chairperson for Inclusion and Engagement** should not be contested for by candidates from Ghana, as the previous holder of this position was from Ghana.
9. In keeping with article 21 (2 f, g) of the CYC Constitution, the nominee understands that the position of **Vice Chairperson for Partnership and Resources** should not be contested for by candidates from Jamaica, as the previous holder of this position was from Jamaica.
10. In keeping with article 21 (2 f, g) of the CYC Constitution, the nominee understands that the positions of **Vice Chairperson for Policy and Advocacy** should not be contested for by candidates from Jamaica, as the previous holder of this position was from Jamaica.
11. In keeping with article 21 (2 f, g) of the CYC Constitution, the nominee understands that the position of **Africa Regional Representative** should not be contested for by candidates from Uganda, as the previous holder of this position was from Uganda.
12. In keeping with article 21 (2 f, g) of the CYC Constitution, the nominee understands that the position of **Asia Regional Representative** should not be contested for by candidates from Bangladesh, as the previous holder of this position was from Bangladesh.

13. In keeping with article 21 (2 f, g) of the CYC Constitution, the nominee understands that the position of ***Caribbean Regional Representative***¹ should not be contested for by candidates from Belize, as the previous holder of this position was from Belize.
14. In keeping with article 21 (2 f, g) of the CYC Constitution, the nominee understands that the position of ***Europe & Canada Regional Representative*** should not be contested for by candidates from the UK, as the previous holder of this position was from the UK.
15. In keeping with article 21 (2 f, g) of the CYC Constitution, the nominee understands that the position of ***Pacific Regional Representative*** should not be contested for by candidates from Fiji, as the previous holder of this position was from Fiji.
16. In keeping with article 21 (2 f, g) of the CYC Constitution, the nominee understands that the position of ***Representative for Special Interest Groups*** should not be contested for by candidates from Pakistan, as the previous holder of this position was from Pakistan.
17. The nominee understands that if elected, they will be required to participate in an official installation ceremony where an oath will be administered. Executive members will sign a Terms of Reference and Code of Conduct with the CYC and failure to do so may result in removal from the Executive position.
18. The nominee declares that the information given is, to the best of their knowledge, true and complete.
19. The nominee consents that the information given may be used by the CYC and the Commonwealth Secretariat for administrative purposes under Data Protection Laws.

This form is for reference only, *Nominations for the 2024 nominations process must be submitted via the [online form](#)* on Mi-Voice.

¹ The Caribbean Region to encompass Commonwealth Caribbean Community (CARICOM) members

Annex 3: Verification Requirements

The nominee is responsible for ensuring that all documents and information required to determine that their nominations have met the conditions set out in the Electoral Guide by the stipulated deadline. Incomplete or late nominations will be **rejected**.

Upon satisfactory completion of all verification checks and nomination requirements, confirmed successful nominees will be notified of a date to commence campaigning. Nomination for CYC elections will become effective on the date the nominee is notified of their candidature.

1. Photograph Requirements:

All nominees require a professional portrait. If photographs presented do not meet these requirements, nominations will be considered incomplete.

Photographs should meet the following requirements:

- a) Photographs must be in colour, high-resolution, in JPEG/PNG format.
- b) Photographs must have been taken within the last 6 months.
- c) Photographs must be passport-sized.
- d) The photograph must be a clear portrait of the nominee.
- e) The person should be dressed appropriately, without a hat or dark glasses.
- f) Photographs should be taken against a plain white background.

2. Checklist:

Please provide copies of the following documents where applicable (please do not send original copies)

- a) Completed nomination form
- b) Copy of the nominee's CV (Max. 2 pages)
- c) 400-600 word personal profile, with a brief summary of the nominee's background, education, accomplishments, interests, and experience demonstrating (i) qualifications and (ii) at least 6 competencies from the 4 clusters required as per the role description for the position (see Annex 4).
- d) 1000-1500-word manifesto, including your strategic plans to complete the tasks/main duties listed under the role description for the position (see Annex 4) and what, when and how you would like to achieve, if you get elected for this position.

You may also consider the sub-themes of the Commonwealth Youth Forum to be held in 2024 when you outline your policy priorities in addressing the issues faced by young people in the Commonwealth. The themes can be found in the document "Commonwealth Youth Forum 2024 Theme".

- e) High-resolution, Passport-sized photo of nominee.
- f) A letter of endorsement on letter-headed paper, signed and stamped by the National Youth Council or Regional Youth Council or national/regional youth-led organisation or a registered and recognised international youth-led organisation.
- g) A letter of attestation on letter-headed paper, signed and stamped by Government Ministry/Department/Member of Parliament/ to verify and confirm the information provided by the nominee.
- h) A professional reference on the organisation's letterhead, signed and stamped by the nominating organisation/institution.

Annex 4: CYC Executives - Qualifications and Role Descriptions

CYC Executives (EXCO)

Overall Purpose

The CYC is led by a 10-member executive, the EXCO. The CYC acts as a coalition of national youth councils and other youth-led civil society and private sector bodies from across the 56 member countries of the Commonwealth. The CYC EXCO is elected by and accountable to the General Assembly, which is formed by the nominated National Delegation from each of the 56 member countries. All 10 CYC Executive roles are voluntary, unpaid positions.

As the official representative voice of the more than 1.2 billion young people from across the Commonwealth. The CYC works to mobilise, amplify and action the voices of young people and advocate for governments to meaningfully engage and develop young people. It partners and collaborates strategically with the Commonwealth Secretariat and other organizations with a focus on youth development and global change.

The CYC aims to further advance the youth development agenda by integrating young people into the development work of the Commonwealth at national, regional, and Pan-Commonwealth levels. It also provides a sustainable platform for unified engagement with decision-makers and youth-led development initiatives.

The 10 positions below will be elected by CYC delegates.

1. CYC Chairperson

Overall Purpose

The Chairperson is the presiding officer of the Council's Executive meetings. She/he provides leadership and direction to the Council and is the official spokesperson for the body. The Chair's primary role is to ensure that the council is effective and efficient in its tasks of setting and implementing its strategic plan and work priorities, to high standards and quality. She/he ensures the effective governance of the Executive. The chair is responsible and accountable to the General Assembly and acts as the direct liaison between the Executive committee and the CYC Secretariat, through the Chief Executive.

Qualification/skill/experience

The Chair should have a minimum of four years' work experience as a national and regional or international youth leader and advocate with a proven track record. The Chair should have a good knowledge and understanding of youth development issues, resource management, strategic planning, strong organizational skills, relevant work/policy in the Commonwealth and the global/United Nations level and a sound knowledge of rules of order.

Main Duties

- To be the foremost champion and advocate for young people in the Commonwealth
- To promote the CYC through formal and informal networks
- To provide **leadership** to the executive
- To be **accountable** to the members and the executive
- To serve as a trustee for the CYC
- To plan and conduct executive meetings effectively
- To ensure that decisions made at meetings are **implemented**
- To **recommend policies, programmes and actions** to advance the CYC
- To ensure **proper information** are **shared frequently and timely** to the executive committee members and the General Assembly (GA)
- To take to the executive committee for approval all major actions of the CYC
- To ensure that all the executive members involved in the committee's work
- To ensure that the executive committee focuses on the priorities as outlined by the GA
- To **prepare formal reports to GA** on the status of the Council, consistently
- To be the **principal signing authority** on behalf of the council for **financial, legal and statutory purposes**
- To represent the council to the Commonwealth, youth organizations, governments, international bodies, etc.
- **Promotes inter-regional networks and Pan-Commonwealth level networks** at all levels with other Inter-Governmental Organizations (IGOs) and International Non-Governmental Organizations (INGOs)
- To **govern the organization** in keeping with the **CYC constitution, by-laws and policies**
- To periodically **assess** and work to **enhance** the executive **committee's performance**
- To support and manage the Secretary General of the CYC Secretariat
- To ensure the CYC build, maintain and **grow relationships** with partners and stakeholders
- To **ensure resources** required for the CYC to operate and achieve targets effectively are **available and accountably managed**

- To ensure a **positive corporate image** of the organisation is built and maintained

Time Commitment

The demands on the chairperson's time will be significant. The chairperson should allow a minimum of 20 hours per week in order to successfully execute his/her duties.

The Chair should be able to demonstrate that they are competent in six or more of the following areas:

| Cluster | Competency | Definition |
|--------------------|--|---|
| INTERPERSONAL | Working with others | Develops productive relationships with others, respecting cultural diversity |
| | Communication | Expresses information clearly and effectively; listens actively; correctly interprets messages and responds appropriately ensuring communication is tailored for the audience and reaches the appropriate stakeholders |
| | Leadership & Development | Provides and communicates a clear vision, purpose and direction; serves as a role model; proactively develops strategies to achieve objectives. Empowers others to translate vision into results. Is decisive, shows courage to take unpopular stances and drives for change and improvement. Supports own and others' development. |
| EXPERTISE | Planning & Analysis | Organises and prioritises tasks effectively, whilst monitoring performance against deadlines and milestones; interpreting relevant information effectively in the resolution of a range of issues |
| | Developing & Applying Professional Expertise | Seeks to proactively develop own expertise, effectively applying knowledge to a range of issues |
| | Managing Resources | Effectively identifies, deploys and directs resources, such as people or budget inter alia, in order to meet objectives/results |
| PRICIPLES & VALUES | Accountability | Takes ownership of all responsibilities and honours commitment, delivers output for which one has responsibility within the prescribed time, cost and quality standards. |
| | Respect for Diversity | Building respect, tolerance and understanding of diversity amongst all staff in dealing with clients, external parties and other stakeholders. |
| | Adhering to Principles and Values | Operates in line with the values and principles of the Commonwealth, striving to support the Commonwealth in pursuit of its aims |
| DRIVE | Decision Making | Objectively assesses available information, making effective decisions in relation to a variety of issues and taking ownership for them |
| | Adapting & Innovating | Creates and develops pioneering processes, strategy and/or solutions, adapting to changing circumstances and demonstrates flexibility where appropriate. |
| | Leadership & Development | Leadership & Development falls under Drive and Interpersonal Clusters. See the Interpersonal Cluster for description. |

2. CYC Vice Chairperson (Partnerships and Resources)

Overall Purpose

The Vice Chairperson for Partnerships and Resources is the lead officer in the Executive responsible for advocating and promoting effective collaboration and partnerships among relevant stakeholders. She/he will take the lead on setting the CYC's budget, report and monitor the financial aspects of the CYC; and will lead the resource mobilization/fundraising efforts on behalf of the Council. The Vice-chair will develop joint programmes/projects with partners and will coordinate, monitor and report on such initiatives.

Qualification / Skill / Experience

The Vice-Chair Partnerships and Resources should have a minimum of three years work experience at both national and regional or international levels with a proven track record and sound knowledge of accounting principles, knowledge of resource/financial mobilisation and management in an organizational context. She/he will have a sound understanding of how to build and sustain partnerships.

Main Duties

- To prepare, present and report to the Executive and the General Assembly on the **budget, accounts and financial statements**
- To ensure that proper reports are kept and that the CYC adheres to the agreed **financial regulations**
- To monitor and **advise** on the **CYC financial viability**
- To **identify** appropriate potential **partners** for the CYC
- To build and sustain a positive corporate image of the organisation
- To **build, sustain and manage CYC's partnerships**
- To **identify and mobilise cash and non-cash resources**
- To **safeguard assets and properties** of the Council
- To monitor and coordinate joint initiatives with stakeholders
- To facilitate meetings of the Stakeholder Panel on behalf of the Executive
- To serve as the liaison between the Stakeholder Panel and the Executive committee
- To advise on the financial implications on the CYC strategic plan
- To support the CYC secretariat on the financial aspects of their role
- To fulfil the chair function in the absence of the Chair, as may be required
- To be the **signing authority** on behalf of the council for **financial, legal and statutory purposes**
- To be an effective trustee of the CYC

Time Commitment

The demands on the Vice chairperson's time will be significant. The Vice-Chair should allow a minimum of 20 hours per week to successfully execute his/her duties.

The Vice Chair should be able to demonstrate that they are competent in six or more of the following areas:

| Cluster | Competency | Definition |
|-------------------------------|--|---|
| INTERPERSONAL | Working with others | Develops productive relationships with others, respecting cultural diversity |
| | Communication | Expresses information clearly and effectively; listens actively; correctly interprets messages and responds appropriately ensuring communication is tailored for the audience and reaches the appropriate stakeholders |
| | Leadership & Development | Provides and communicates a clear vision, purpose and direction; serves as a role model; proactively develops strategies to achieve objectives. Empowers others to translate vision into results. Is decisive, shows courage to take unpopular stances and drives for change and improvement. Supports own and others' development. |
| EXPERTISE | Planning & Analysis | Organises and prioritises tasks effectively, whilst monitoring performance against deadlines and milestones; interpreting relevant information effectively in the resolution of a range of issues |
| | Developing & Applying Professional Expertise | Seeks to proactively develop own expertise, effectively applying knowledge to a range of issues |
| | Managing Resources | Effectively identifies, deploys and directs resources, such as people or budget inter alia, in order to meet objectives/results |
| PRICIPLES & VALUES | Accountability | Takes ownership of all responsibilities and honours commitment, delivers output for which one has responsibility within prescribed time, cost and quality standards. |
| | Respect for Diversity | Building respect, tolerance and understanding of diversity amongst all staff in dealing with clients, external parties and other stakeholders. |
| | Adhering to Principles and Values | Operates in line with the values and principles of the Commonwealth, striving to support the Commonwealth in pursuit of its aims |
| DRIVE | Decision Making | Objectively assesses available information, making effective decisions in relation to a variety of issues and taking ownership for them |
| | Adapting & Innovating | Creates and develops pioneering process, strategy and/or solutions, adapting to changing circumstances and demonstrates flexibility where appropriate. |
| | Leadership & Development | Leadership & Development falls under Drive and Interpersonal Clusters. See the Interpersonal Cluster for description. |

3. CYC Vice Chairperson (Policy and Advocacy)

Overall Purpose

The Vice Chair for Policy and Advocacy is the lead officer responsible for providing strategic direction and leadership in planning, implementing, and reviewing the CYC's policy, advocacy, campaigning, and communications work. She/he will play a key role in representing the CYC, its work and policy positions to both internal and external audiences and in adapting and disseminating key messages for various written and online communications, media and fundraising purposes.

Qualification/skill/experience

The Vice-Chair Policy and Advocacy should have a minimum of three years of work experience in both national and regional or international levels with a proven track record and a good understanding of youth policy, development and global issues. She/he will have experience in managing and coordinating advocacy campaigns using a range of tools/platforms. The Vice Chair should possess great communication skills both written and verbal. She/he will have good lobbying and negotiation skills.

Main Duties

- To coordinate the CYC policy development and advocacy work
- To coordinate the CYCs **advocacy** campaigns
- To work closely with other youth organizations to effect policy change at all levels
- To coordinate needed **research and analysis** on key **youth policy issues**
- To track/monitor the Commonwealth policy environment
- To provide advice on the CYC's **political strategy and positioning**;
- To **build and strengthen relationships** with relevant bodies and engage with them to advance CYC policy objectives
- To **develop policy and advocacy outputs** such as briefings, position papers, media briefings, press releases, reports etc.
- To report to the General Assembly on the CYCs policy work
- To support agreed national, regional and international campaigns on behalf of the council
- To work with the media to **promote the CYC** policy agenda
- To ensure the **CYC's effective presence on social and other media**
- To be an effective trustee of the CYC

Time Commitment

The demands on the Vice chairperson's time will be significant. The Vice-Chair should allow a minimum of 20 hours per week to successfully execute his/her duties.

The Vice-Chair should be able to demonstrate that they are competent in six or more of the following areas:

| Cluster | Competency | Definition |
|-------------------------------|--|---|
| INTERPERSONAL | Working with others | Develops productive relationships with others, respecting cultural diversity |
| | Communication | Expresses information clearly and effectively; listens actively; correctly interprets messages and responds appropriately ensuring communication is tailored for the audience and reaches the appropriate stakeholders |
| | Leadership & Development | Provides and communicates a clear vision, purpose and direction; serves as a role model; proactively develops strategies to achieve objectives. Empowers others to translate vision into results. Is decisive, shows courage to take unpopular stances and drives for change and improvement. Supports own and others' development. |
| EXPERTISE | Planning & Analysis | Organises and prioritises tasks effectively, whilst monitoring performance against deadlines and milestones; interpreting relevant information effectively in the resolution of a range of issues |
| | Developing & Applying Professional Expertise | Seeks to proactively develop own expertise, effectively applying knowledge to a range of issues |
| | Managing Resources | Effectively identifies, deploys and directs resources, such as people or budget inter alia, in order to meet objectives/results |
| PRICIPLES & VALUES | Accountability | Takes ownership of all responsibilities and honours commitment, delivers output for which one has responsibility within prescribed time, cost and quality standards. |
| | Respect for Diversity | Building respect, tolerance and understanding of diversity amongst all staff in dealing with clients, external parties and other stakeholders. |
| | Adhering to Principles and Values | Operates in line with the values and principles of the Commonwealth, striving to support the Commonwealth in pursuit of its aims |
| DRIVE | Decision Making | Objectively assesses available information, making effective decisions in relation to a variety of issues and taking ownership for them |
| | Adapting & Innovating | Creates and develops pioneering process, strategy and/or solutions, adapting to changing circumstances and demonstrates flexibility where appropriate. |
| | Leadership & Development | Leadership & Development falls under Drive and Interpersonal Clusters. See the Interpersonal Cluster for description. |

4. CYC Vice Chairperson (Inclusion and Engagement)

Overall Purpose

The Vice Chair for Inclusion and Engagement coordinates the CYC's engagement with members and will coordinate all the CYC's internal and external events. She/he develops plans and strategies for the ongoing engagement of members with the council. He/she will work to ensure persons with disabilities, minorities and other excluded groups are included and mainstreamed in all decision-making process and activities of the Council. The Vice-chair will have lead responsibility for membership communication and will ensure timely and accurate information flow to the members. The Vice-chair will be the focal point for all members and affiliated observers.

Qualification/skill/experience

The Vice-Chair Inclusion and Engagement should have a minimum of three years of work experience in both national and regional or international levels with a proven track record in diversity and inclusion and strong organization and event management skills and will have experience in promotion, marketing, event management and stakeholder engagement. She/he will have extensive experience with working across a range of stakeholders.

Main Duties

- To support the development and implementation of a **membership strategy** that maximises the benefits to members and the CYC
- To develop and maintain accurate membership database
- To **recruit new members** or affiliate observers as is necessary
- To coordinate and **support** the national and regional **delegations**
- To promote and support the **inclusion of marginalised young people** at all levels of the CYC
- To provide timely reports to the General Assembly on membership
- To chair the CYC's membership panel
- To implement and coordinate and **effective system of communication** for members
- To support and provide accurate information to members
- To coordinate and manage the General Assembly and other relevant membership events
- To regularly monitor membership representation on subcommittees
- To effectively deal with concerns, complaints and conflicts between members
- To be an effective trustee of the CYC
- To ensure growth and implementation of **CYC's diversity and inclusion strategy** and work

Time Commitment

The demands on the Vice chairperson's time will be significant. The Vice-Chair should allow a minimum of 20 hours per week in order to successfully execute his/her duties.

The Vice Chair should be able to demonstrate that they are competent in six or more of the following areas:

| Cluster | Competency | Definition |
|-------------------------------|--|---|
| INTERPERSONAL | Working with others | Develops productive relationships with others, respecting cultural diversity |
| | Communication | Expresses information clearly and effectively; listens actively; correctly interprets messages and responds appropriately ensuring communication is tailored for the audience and reaches the appropriate stakeholders |
| | Leadership & Development | Provides and communicates a clear vision, purpose and direction; serves as a role model; proactively develops strategies to achieve objectives. Empowers others to translate vision into results. Is decisive, shows courage to take unpopular stances and drives for change and improvement. Supports own and others' development. |
| EXPERTISE | Planning & Analysis | Organises and prioritises tasks effectively, whilst monitoring performance against deadlines and milestones; interpreting relevant information effectively in the resolution of a range of issues |
| | Developing & Applying Professional Expertise | Seeks to proactively develop own expertise, effectively applying knowledge to a range of issues |
| | Managing Resources | Effectively identifies, deploys and directs resources, such as people or budget inter alia, in order to meet objectives/results |
| PRICIPLES & VALUES | Accountability | Takes ownership of all responsibilities and honours commitment, delivers output for which one has responsibility within prescribed time, cost and quality standards. |
| | Respect for Diversity | Building respect, tolerance and understanding of diversity amongst all staff in dealing with clients, external parties and other stakeholders. |
| | Adhering to Principles and Values | Operates in line with the values and principles of the Commonwealth, striving to support the Commonwealth in pursuit of its aims |
| DRIVE | Decision Making | Objectively assesses available information, making effective decisions in relation to a variety of issues and taking ownership for them |
| | Adapting & Innovating | Creates and develops pioneering process, strategy and/or solutions, adapting to changing circumstances and demonstrates flexibility where appropriate. |
| | Leadership & Development | Leadership & Development falls under Drive and Interpersonal Clusters. See the Interpersonal Cluster for description. |

5-8. CYC Regional Representatives

Regions: (i) Africa (ii) Asia, (iii) Caribbean (iv) Europe & Canada and (v) Pacific

Overall Purpose

CYC Regional Representative supports the overall governance of the CYC in their respective regions. She/he is accountable to the General Assembly as the official liaison between the CYC and their region. The Regional representative is an advocate for young people in the Commonwealth and must be a committed advocate and 'ambassador' for the Council in the region and must be willing to support national youth councils/bodies. The Representative will coordinate and promote the council's work at the regional level.

Qualification/skill/experience

The Regional Representative should have a minimum of three years work experience as a regional or international youth leader with a proven track record. The Regional Representative should have good knowledge and understanding of the youth development issues, policy, development organizations in their regions and good organizational skills.

Main Duties

- To be the **advocate and liaison** for young people in the region
- To **promote the CYC** through formal and informal networks at **regional level**
- Support the work of the CYC in achieving its objectives outlined in the Strategic Plan
- To serve as a trustee for the CYC in his/her region
- Prepare for and attend Executive meetings
- To plan and **conduct regional meetings**
- To ensure proper information for the members in the region
- To ensure that all the member organizations in the region are involved in the work of the CYC
- To prepare regional reports and updates to the Executive
- To represent the council to the national youth organizations, governments, regional bodies, etc.
- Promotes **intra-regional networks** with other and Non-Governmental Organisations
- To work with national youth bodies to **expand CYC programmes** in the countries in the region
- To build a closer relationship with governments, donors, Civil society organizations and other stakeholders in the region
- To Support advocacy, lobbying and **mainstreaming for youth development** work within region.
- To represent the CYC at national/regional events
- Collate information from members and prepare/update a database of membership organizations in the region.

Time Commitment

The Regional Representative should allow a minimum of 20 hours per week in order to successfully execute his/her duties.

The Regional Representative should be able to demonstrate that they are competent in six or more of the following areas:

| Cluster | Competency | Definition |
|-------------------------------|--|---|
| INTERPERSONAL | Working with others | Develops productive relationships with others, respecting cultural diversity |
| | Communication | Expresses information clearly and effectively; listens actively; correctly interprets messages and responds appropriately ensuring communication is tailored for the audience and reaches the appropriate stakeholders |
| | Leadership & Development | Provides and communicates a clear vision, purpose and direction; serves as a role model; proactively develops strategies to achieve objectives. Empowers others to translate vision into results. Is decisive, shows courage to take unpopular stances and drives for change and improvement. Supports own and others' development. |
| EXPERTISE | Planning & Analysis | Organises and prioritises tasks effectively, whilst monitoring performance against deadlines and milestones; interpreting relevant information effectively in the resolution of a range of issues |
| | Developing & Applying Professional Expertise | Seeks to proactively develop own expertise, effectively applying knowledge to a range of issues |
| | Managing Resources | Effectively identifies, deploys and directs resources, such as people or budget inter alia, in order to meet objectives/results |
| PRICIPLES & VALUES | Accountability | Takes ownership of all responsibilities and honours commitment, delivers output for which one has responsibility within prescribed time, cost and quality standards. |
| | Respect for Diversity | Building respect, tolerance and understanding of diversity amongst all staff in dealing with clients, external parties and other stakeholders. |
| | Adhering to Principles and Values | Operates in line with the values and principles of the Commonwealth, striving to support the Commonwealth in pursuit of its aims |
| DRIVE | Decision Making | Objectively assesses available information, making effective decisions in relation to a variety of issues and taking ownership for them |
| | Adapting & Innovating | Creates and develops pioneering process, strategy and/or solutions, adapting to changing circumstances and demonstrates flexibility where appropriate. |
| | Leadership & Development | Leadership & Development falls under Drive and Interpersonal Clusters. See the Interpersonal Cluster for description. |

9. CYC Representative of Special Interest Groups

Role Description

Overall Purpose

CYC Representative of Special Interests Groups supports the overall governance of the CYC in the interest of the excluded, underrepresented groups, affiliated observers, thematic/standing committees, other youth networks etc. She/he is accountable to the General Assembly as is the official liaison between the CYC and special interest groups. The Representative of the Special Interest Groups is an advocate for marginalized young people/groups in the Commonwealth. The Special Representative will coordinate and promote the work of the council to these special groups with close partnership with the Vice Chair of Inclusion and Engagement.

Qualification/skill/experience

The special representative should have a minimum of three years of work experience in both national and regional or international levels, as a youth leader with a proven track record. She/he has a good knowledge and understanding of youth development issues, issues of underrepresented/marginalized young people, sound coordinating skills and good organizational skills.

Main Duties

- To **represent** the view of the **underrepresented/marginalised young people** to the CYC
- To coordinate the work and inputs of the youth networks
- To provide timely updates and appropriate information to affiliated observers
- To coordinate the reports from special groups within the CYC
- To support the work and inputs of standing committees
- To be the liaison between the thematic networks, affiliated observers and the Executive
- To serve as a trustee for the CYC
- To **develop and implement actions that engage special groups** in the Council
- To support the work of the Vice Chair of Inclusion and Engagement
- To **ensure consideration of inclusion and accessibility of underrepresented and marginalised** in all CYC projects and initiatives.

Time Commitment

The Special Representative should allow a minimum of 20 hours per week in order to successfully execute his/her duties.

The Representative should be able to demonstrate that they are competent in six or more of the following areas:

| Cluster | Competency | Definition |
|-------------------------------|--|---|
| INTERPERSONAL | Working with others | Develops productive relationships with others, respecting cultural diversity |
| | Communication | Expresses information clearly and effectively; listens actively; correctly interprets messages and responds appropriately ensuring communication is tailored for the audience and reaches the appropriate stakeholders |
| | Leadership & Development | Provides and communicates a clear vision, purpose and direction; serves as a role model; proactively develops strategies to achieve objectives. Empowers others to translate vision into results. Is decisive, shows courage to take unpopular stances and drives for change and improvement. Supports own and others' development. |
| EXPERTISE | Planning & Analysis | Organises and prioritises tasks effectively, whilst monitoring performance against deadlines and milestones; interpreting relevant information effectively in the resolution of a range of issues |
| | Developing & Applying Professional Expertise | Seeks to proactively develop own expertise, effectively applying knowledge to a range of issues |
| | Managing Resources | Effectively identifies, deploys and directs resources, such as people or budget inter alia, in order to meet objectives/results |
| PRICIPLES & VALUES | Accountability | Takes ownership of all responsibilities and honours commitment, delivers output for which one has responsibility within prescribed time, cost and quality standards. |
| | Respect for Diversity | Building respect, tolerance and understanding of diversity amongst all staff in dealing with clients, external parties and other stakeholders. |
| | Adhering to Principles and Values | Operates in line with the values and principles of the Commonwealth, striving to support the Commonwealth in pursuit of its aims |
| DRIVE | Decision Making | Objectively assesses available information, making effective decisions in relation to a variety of issues and taking ownership for them |
| | Adapting & Innovating | Creates and develops pioneering process, strategy and/or solutions, adapting to changing circumstances and demonstrates flexibility where appropriate. |
| | Leadership & Development | Leadership & Development falls under Drive and Interpersonal Clusters. See the Interpersonal Cluster for description. |