

July 2024

COMMONWEALTH YOUTH COUNCIL  
2024 EXECUTIVE ELECTIONS  
ELECTION GUIDE

CYC EXECUTIVES ELECTION TEAM  
COMMONWEALTH SECRETARIAT

The Commonwealth Youth Council (CYC) Electoral Board, in collaboration with the Commonwealth Secretariat, will organise the CYC election. This guide describes the procedures of the 2024 CYC elections which will be conducted entirely in a virtual format. This guide outlines the procedures for the application, shortlisting of candidates, election campaigns, hustings, and voting processes.

- 1) Application and Shortlisting of Candidates:
  - a) Applications for candidacy will be submitted through the CYC's mi-voice online portal.
  - b) Shortlisted candidates will be notified via email and their profiles will be published on the election portal.
- 2) Election Campaigns:
  - a) Candidates will campaign through online platforms, utilising social media, virtual meetings, and email communications.
  - b) Official campaign materials and schedules will be available on the election portal.
- 3) Hustings:
  - a) Virtual hustings will be organised where candidates can present their platforms and answer questions from members.
  - b) These events will be streamed live, with recordings available for later viewing.
- 4) Voting:
  - a) Voting will take place through the secure mi-voice online voting system.
  - b) Detailed instructions for accessing and using the voting platform will be provided to all eligible National Youth Delegates (NYDs) for voting.
  - c) The voting period has been announced in advance, with reminders to be sent via email and posted on the election portal.

*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>

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

## 2. 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.

### 3. Campaigning

Each candidate should fully participate in all campaigning activities and provide all documents by the deadline.

#### 3A. Ethics and Conduct

All candidates will be held accountable to campaign within the expected code of ethics and conduct. Any candidate that engages in misconduct or causes any disorder in the elections, shall be disqualified. This includes any form of harassment.

#### 3B. Election Campaign Costs

Each candidate should not spend more than £200 on campaign expenses. It will be required to disclose all costs spent in election campaigning.

#### 3C. Information & Voting Portal

All candidates' information and documentation will be uploaded onto the mi-voice platform accessible by all nominated NYD and members of the public.

- i. This is the list of documents that every candidate should provide and upload by **12th August 2024, Monday, 11:59 pm GMT+1** if you would like your profile to be completed on the mi-voice platform when it goes live on 27 August 2024. Late submissions will lead to incomplete profiles when the platform goes live.

Please upload your documents via:

*Do note that all documents should be in PDF format and all videos should be a weblink to the YouTube clip of the video.*

- a) Headshot / Photograph - High Resolution, headshot and upper body.  
Format: JPEG/PNG  
Photographs should meet the following requirements:
  - Photographs must be in colour, high-resolution, in JPEG/PNG format.
  - Photographs must have been taken within the last 6 months.
  - Photographs must be in portrait for headshot, and Landscape for upper body shot
  - The photograph must be a clear portrait of the nominee.
  - The person should be dressed appropriately, without a hat or dark glasses.
- b) Manifesto Publication - Maximum 8 pages  
Format: PDF

- c) Personal Profile - Maximum 1 page  
Format: PDF
- d) CV / Resume - Maximum 2 pages (Optional)  
Format: PDF  
\*Please ensure that private data is removed from this copy before uploading if data is not meant to be shared publicly.
- e) Candidate Introductory Video (Elevator) - maximum of 1.5-minute video  
Format: URL of uploaded YouTube Video\*\* (please see instructions for video)
- f) Campaign Video - maximum of 8 minutes  
Format: URL of uploaded YouTube Video\*\* (please see instructions for video)

ii. Instructions for Video links (must be via YouTube):

- a) Please title your videos on YouTube following the format of: **CYC EXCO Elections 2024 - <Name of Candidate>, <Position Contested for>**.
- b) Nomenclature for Positions is as follows, please ensure the use of exact titles:
  - I. Chairperson
  - II. VC - Partnerships & Resources
  - III. VC - Policy & Advocacy
  - IV. VC - Inclusion & Engagement
  - V. Regional Rep - Africa
  - VI. Regional Rep - Asia
  - VII. Regional Rep - Caribbean<sup>1</sup>
  - VIII. Regional Rep- Europe & Canada
  - IX. Regional Rep - Pacific
  - X. Special Interest Rep

### 3D. Virtual Campaign

All campaigns should take place virtually. To better support NYDs in evaluating each candidate and their suitability for the positions, Hustings will be organised per position.

Hustings are meetings where election candidates debate policies and answer questions from the audience. Hustings provide voters with an opportunity to hear the views of candidates.

Hustings sessions will be moderated to allow each candidate attending a fair chance to answer questions and, where appropriate, a reasonable opportunity to respond to points made against them by other candidates.

All hustings will be live streamed on the CYC Facebook Page,

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<sup>1</sup> The Caribbean Region to encompass Commonwealth Caribbean Community (CARICOM) members

<https://www.facebook.com/CommonwealthYouthCouncil/> and will be recorded and uploaded onto the mi-voice platform for NYD's access.

1 - 2 rounds of hustings will take place per position, to accommodate different time zones. Each candidate is recommended to be present for all sessions of the relevant positions, and must be present for their Hustings session.

NYD will be able to contribute to the questions asked during the hustings.

- i. Instructions and requirements for husting (live) sessions
  - a) Please ensure you are appropriately dressed for husting sessions
  - b) Ensure that you have a functioning machine and internet connection for clear audio and video feed
  - c) Joining details will be sent to candidates via email to join the session.
  - d) All candidates are to log on at least 10 mins before each session
  
- ii. Tentative Hustings (live) Schedule (30 August - 14 September 2024)\*. Further details will be shared with candidates and NYDS. Hustings will be recorded and hosted on the mi-voice platform.

Date/ max 2hr/session	Position
30 Aug 2024	Regional - Africa
02 Sep 2024	Regional - Asia
02 Sep 2024	Regional - Caribbean
04 Sep 2024	Regional- Europe & Canada
04 Sep 2024	Regional - Pacific
05 Sep 2024	VC - Inclusion & Engagement
06 Sep 2024	VC - Policy & Advocacy
09 Sep 2024	Chairperson
10 Sep 2024	VC - Partnership & Engagement
11 Sep 2024	Special interest

## 4. Delegation, Voting & Installation

### 4A. Country Delegation

Each country has been invited to nominate 2 individuals at the National Youth Delegate (NYD) for the term of 2024-2026. Collectively, the 56 country delegations will form the CYC General Assembly. The General Assembly will be the voters at the CYC EXCO elections 2024. Each country delegation will be given 1 vote.

### 4B. Cooling Day (15 September 2024)

1 day prior to voting day, all candidates must stop all campaigning efforts and observe a cooling day. Candidates who have been found campaigning or instructing 3<sup>rd</sup> parties to campaign on behalf of the candidate will be disqualified from the election.

### 4C. Voting 16-17 September 2024

All voting will take place entirely online, on the self-service e-voting platform on Mi-Voice over 48 hours.

The CYC Elections follow the preferential voting method, where each vote would require the voter to identify and rank their top 3 candidates per position. This differs from the more common method where voters only choose 1 preferred candidate per position.

Note that all 56 country delegations will be allowed to vote across all 10 positions.

### 4D. Installation (22 October 2024, Day 2 of CYF 2024, Samoa)

All elected executives will be requested and encouraged to physically attend the Commonwealth Youth Forum taking place in Apia, Samoa from 21- 22 October 2024.

The Installation ceremony will take place on Day 2 of CYF. During the installation, the signing of the pledge and Oath of Office will take place.

### 4E. Handover

Handovers will begin once the election results have been announced, the current executive committee will schedule a series of handover meetings between the incumbent members and the new committee before the CYF 2024. The final handover though encouraged to end by CYF, will continue until the handover process is completed to satisfactory standards, and may take about 3 - 4 months.



## Annex 1: 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 collaborate 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 following 10 positions will be elected by the General Assembly:

## 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
<b>INTERPERSONAL</b>	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.
<b>EXPERTISE</b>	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
<b>PRICIPLES &amp; VALUES</b>	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
<b>DRIVE</b>	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)

#### Role Description

##### 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
<b>INTERPERSONAL</b>	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.
<b>EXPERTISE</b>	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
<b>PRICIPLES &amp; VALUES</b>	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
<b>DRIVE</b>	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)

##### Role Description

##### 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 an **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
<b>INTERPERSONAL</b>	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.
<b>EXPERTISE</b>	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
<b>PRICIPLES &amp; VALUES</b>	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
<b>DRIVE</b>	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

### Role Description

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
<b>INTERPERSONAL</b>	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.
<b>EXPERTISE</b>	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
<b>PRICIPLES &amp; VALUES</b>	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
<b>DRIVE</b>	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
<b>INTERPERSONAL</b>	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.
<b>EXPERTISE</b>	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
<b>PRICIPLES &amp; VALUES</b>	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
<b>DRIVE</b>	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 demonstrating flexibility where appropriate.
	Leadership & Development	Leadership & Development falls under Drive and Interpersonal Clusters. See the Interpersonal Cluster for description.