

Young Adult Advocates of the Utah Family Coalition

State of Utah Youth Council

Policy and Procedures

Updated: 6/21/12

The following policies and operating procedures of the State of Utah Youth Council and Board will set forth the basic structure and abilities of the Council and the Board in carrying out their duties and responsibilities in accordance with all applicable rules, laws and policies of the State of Utah DSAMH and the Utah Family Coalition.

(*NOTE: within this document the word "Board" refers to the State Level Young Adult Advisory Board Members and "Council" refers to the State Level Youth Council Members.)

I. MISSION

We are the Young Adult Division with the Utah Family Coalition and our mission is to promote change within the mental health system for young adults in transition and to advocate for mental wellness.

II. ROLES/DEFINTIONS

A. STATE OF UTAH YOUNG ADULT ADVISORY BOARD

Board members:

1. Are ages 18 to 25 years old.
2. Have utilized mental health services and resources, private or public.
3. Have committed to serving one to three (1-3) years on the Board.
4. Are eligible to receive stipends and mileage reimbursement for some of their activities on the Board, as set forth elsewhere within these Policies and Procedures (see section on Compensation).
5. Attend State level meetings as "Young Adult Advocates/Representatives".
6. Have completed an application process to be selected by current board members to serve on the Board.
7. Will receive training in Young Adult Leadership Curriculum.
8. Are responsible for updating the State of Utah Youth Council Adult Leadership Curriculum; as needed.
9. After completion of Trainings, Facilitate trainings for both Local and State Youth Councils in the Youth Council Leadership Curriculum.
10. Participate in and take the lead at State Youth Council meetings, trainings and facilitate Council planning and executing of advocacy and leadership events and projects
11. Participate in monthly coaching calls, when able, with national level Peer Support Specialist Mentor. This call will be arranged by the UFC and DSAMH.

B. STATE OF UTAH YOUTH COUNCIL MEMBERS:

Council members:

1. Are ages 16 to 25 years old and express interest in attending monthly meetings.
2. Have utilized mental health services and resources, private or public.
3. Agree to serve on the council for a minimum of six months.
4. Regularly attend Youth Council meetings.
5. Have opportunities to attend Advisory Board meetings.
6. Plan and participate in Youth Council advocacy and leadership events and projects.

Requirements for Council Active Membership:

- a) Not exceed three unexcused absences within a six month period
- b) Actively participate at meetings and events, etc.

C. UTAH FAMILY COALITION

1. NAMI Utah (Wendy Mair)
 - a) Facilitates the activities and meetings of the Young Adult Board and Young Adult Council at the State level
 - b) Tracks and turns in monthly stipend/gas card invoices for payment to YA Board Members
2. Allies with Families (Lori Cerar)
 - a) Provides technical assistance to the Council and Board
 - b) Approves and disperses expenditures of the Council and Board according to agreements with Young Adult Board Members and within contract budget with DSAMH
3. New Frontiers with Families (Tracy Johnson)
 - a) Technical assistance to the Council and Board
 - b) Helps develop Young Adult Councils in Tooele and San Juan Counties

D. DEPARTMENT OF SUBSTANCE ABUSE AND MENTAL HEALTH (Ming)

1. Provides needed funding, meeting locations and other resources needed by the Youth Council and the Board in cooperation with the Utah Family Coalition
2. Provides information to the Youth Council and Board about opportunities available to them to represent the Young Adult voice and perspective at policy level.

III. POLICIES AND PROCEDURES

A. MEETINGS

1. Regular YA Council meetings will be held on the first Tuesdays of each month from 4 to 5:30 pm.
2. Special YA Council meetings may be called by the Board on an as needed basis.
3. YA Board will have a monthly conference call to plan and coordinate YA Council Meetings and Events. YA Board meetings will be held on an as needed basis. YA Board will coordinate their meetings and activities with NAMI Utah Representative and UFC.
4. Agendas will be provided at least two days in advance of YA Council meetings via email by a member of the YA Board.

B. VOTING

1. A majority of YA Council members constitutes a quorum. In the absence of a quorum, no formal action shall be taken. Passage of a motion constitutes a simple majority vote.

C. CONFLICT OF INTEREST

Any member of the YA Board or YA Council who has a financial, personal, or official interest in, or conflict (or appearance of a conflict) with any matter pending before the Board or the Council of such nature that it prevents or may prevent that member from acting on the matter in an impartial manner, shall inform the Board and shall refrain from discussing and voting on that item.

- D. COMPENSATION** – YA Council members will serve without compensation. YA Board members will serve without compensation but may be entitled to reimbursements with stipends and gas cards in accordance with the following policies and procures:

1. YA Board Members must fill out and submit a PRE-EVENT APPROVAL FORM to be signed by all UFC members and the DSAMH giving approval for any events or projects in advance and authorizing any stipends or other expenditures that will be needed by the Board and/or Council to execute plans for events and projects. This form may be sent and approved by all parties via email.

2. When DSAMH and/or the UFC makes requests of Board Members to attend specific meetings representing Young Adult perspective and/or other have other projects, committees or task forces they would like the Young Adults to serve on, a YA Stipend/Gas Card Agreement must be filled out and signed by all members of the UFC and DSAMH. If they are requested to attend meetings, committees and task forces voluntarily there will be no form filled out.
3. Unless expenditures are pre-approved by all parties as set forth herein, all participation, will be volunteer in nature and any transportation costs and/or supplies used will be considered voluntary donations.

E. **ETHICS** - The activities outlined below are strictly prohibited. Any YA Board or YA Council Member who violates this Code of Ethics is subject to dismissal from performing any activities or duties for this organization.

- Abusive language, discourtesy, rudeness, abhorrent behavior, or otherwise creating a hostile environment at Board or Council meetings or activities. This includes verbal, written, physical or visual activities and/or other forms of harassment, including in email and/or internet posts.
- Possession or use of illegal drugs or alcoholic beverages during any activities affiliated with the Board or the Council.
- Persistent failure to follow Board or Council policies or procedures.
- **SEXUAL HARRASSMENT:** Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. If you experience or witness sexual or other unlawful harassment at Board or Council meetings or activities, report these to a member of the Utah Family Coalition and/or the Division of Substance Abuse and Mental Health.

F. **CONFIDENTIALITY** -YA Board and YA Council Members expect that the personal information they share at Board and Council meetings and activities will be kept confidential. All new Board and Council members should be informed of this policy. Confidentiality will apply to all situations except the following: a) If the person presents harm to him/herself or others, and b) if the person indicates that he/she has been involved in emotional, physical or sexual abuse of a child, an individual with mental illness, or an elderly individual. Such actions must be reported promptly to the appropriate authority.

Personal information about Board and Council participants, including sign in sheets, full names, contact information and other information about participants should be kept in files away from public view at all times. Board and Council members will not use names or share any personally identifiable information with others outside the group without obtaining permission first. Personal relationships between group members are welcome, though all confidentiality rules apply at all times.

G. SOCIAL MEDIA POLICY:

- a. Do not post any comment or picture involving another council, board or staff member without his or her express consent.
- b. If you post any comment about the Council, Board, the UFC and/or its organizations or the DSAMH you must state clearly and conspicuously that you are posting in an individual capacity and that your views are your personal views and that they do not represent the views of the group or the organization mentioned.
- c. Unless given written permission from the Board you may not use the Young Adult Council's logo and/or organizational materials in your posts.
- d. All postings on social media must comply with our Confidentiality policies. If you are unsure about the confidential nature of information you are considering posting, please check with one of the staff assigned to assist the council and board.
- e. Do not link the Youth Council's website on any social media site without written permission from the appropriate UFC or DSAMH staff.
- f. You are responsible for everything you write or present on social media. You can be sued by other board and/or council members, employees, staff or any individual that views your social media posts as defamatory, harassing, libelous or creating a hostile environment.
- g. All policies that regulate conduct and ethics among group members also apply to social media posts, including sexual harassment, ethics, confidentiality, conflict of interests, etc.

H. AMENDMENTS

These policies and operating procedures may be amended by a consensus of the Board at any meeting and a copy of proposed amendments has been provided to each Board member at least one week in advance of said meeting.

IV. RECRUITING

Recruiting Process:

Word of mouth – YA Board and Council Members will invite other young people they know, live and work with to participate

Marketing brochure – YA Board will create a brochure that explains what the YA Council is and why young people may want to get involved. These brochures will be distributed through events and classes for young adults and teens in the community, schools, providers of mental health services and other appropriate places.

A website will be set up where young people can go to learn more about the activities and upcoming events of the YA Council and Board, along with an online application form, meeting schedule, links to online support and other mental health resources for young people in Utah.

In 2012, the YA Board will host a YA Leadership Conference inviting young people from all over the State to participate in trainings, enjoyable activities and provide information to them about why they may want to get involve and how they can get involved.

The forms described in this manual are following :
State of Utah Youth Council Brochure

This will be a postcard type hand out for recruiting

***The contact information needs to be changed but otherwise this is the final copy**

