

## ORGANIZATIONAL ADULT CHECKLIST:

(Adapted from 14 Points by Youth on Board). Adults can use this checklist to assess your board's ability to have meaningful youth representation. This tool could help everyone involved comprehend the necessary adjustments and to measure their commitment. It is important to note that we are not implying that every board meet all of these criteria.

### *Key*

1. Yes = We do this already – no need for further action.
2. To Consider = We think we need to consider this or have further questions.

1. 2.

- Does the board have the time and resources to make a commitment to effective youth representation?
- Has the board amended the by-laws or created policies stating that young people will be a permanent part of governing your organization?
- Is the board clear about why it is involving young people in governance?
- Is the board willing to adjust its culture to make meetings youth-friendly?
- Has the board outlined recruitment criteria for new members? (e.g. motivation, diversity, competence, quality of past experiences, etc.)
- Is there a mentor or coaching system in place?
- Does the board have a system in place for youth members to train new youth members?
- Are young people included in all issues, not just those affecting their age group?
- Does the board's culture promote open discussion?
- Is there time for all members (including youth) to speak at meetings?
- Are young people's terms of office equal to those of adults?
- Do young people have equal voting status and/or does your youth representative substantially influence governance of the organization?
- Do young people have access to the resources needed to participate in your board's work? (e.g., long distance phone cards, faxes, computers, and copy machines)
- Is there informal time to network and build relationships with other members?
- Are young people encouraged to keep in touch with their peers about their governance role?
- Is there a place where young people can voice their concerns outside the meeting environment?
- Do adults ask the youth representative(s) how they can better work together and take these recommendations seriously?
- If youth are confused about an issue, how does the board respond and guide them to the information they need?
- Is equal weight given to youth member opinions?
- Do board members take the initiative to get to know all the members (including youth) of your board on a personal level?
- Does the board provide training for young people on speaking up in adult groups?
- Do you offer training for young people and adults in general governance skills?
- Are youth members briefed ahead of time on how to read a financial statement?