

COP110

NA YOUTH COUNCIL TERMS OF REFERENCE

[LINK TO POLICY](#)

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& FORMS](#)

1. Introduction

National Ambulance Youth council will build strategic partnerships with other youth councils in other government entities and private enterprises and develop initiatives and projects related to the interest of youth. This Terms of Reference is in line with United Arab Emirates vision 2021 and the Federal Youth Authority Policies.

2. Scope

The council will consider matters related to youth and encourage the development and establishment of infrastructure and programs/services directed at social, cultural exchange and community needs of National Ambulance youth. It will strive to achieve goals set by the Youth Council and to raise awareness about National Ambulance issues and to create and provide opportunities that may allow positive change by building strategic partnerships with government and private enterprises.

3. Purpose

The purpose of the council is to to raise awareness about National Ambulance issues and to create and provide opportunities that may allow positive change for National Ambulance youth and their communities. There will also be a focus on highlighting youth achievements, ideas, opinions and implementation of youth initiatives.

4. Members

Chair	NA employee
Vice Chair	NA employee
Coordinator	NA employee
Member	NA employee
Member	NA employee
Member	NA employee

Youth Council Key Functions

- To enhance the link between executives and our youth employees.
- Enhance internal communication within the departments. (Employees)
- Identify training opportunities for youth within National Ambulance.
- Supervise youth-related events and activities carried out within the National Ambulance.
- Prepare a schedule for youth-related events and activities to be held within National Ambulance.
- Participate in awards and quality marks that can boost National Ambulance reputation, such as Sheikh Khalifa Excellence Award.
- Coordinate with government entities, private enterprises, and any other entity wishing to conduct a youth-related event with National Ambulance.
- Supervise and coordinate external communication (stakeholders) to increase productivity and improve projects. As the stakeholders of the company determine the outcome of our business decisions
- Raise awareness of the National Ambulance key competencies and objectives, mainly youth-related initiatives.
- Gather and analyse youth-related statistics and data available within National Ambulance. A youth category shall be included in all of the National Ambulance surveys and studies.
- Submit monthly reports and KPIs that will set once the council is approved by QHSE t to the Executives, or any other authorized representative, assigned by the Executives.
- Participate with Federal Youth Authority agenda projects and align efforts with this agenda.
- To carry out any other tasks required for the purposes of the work process and its success.

5. Chairperson Rules and responsibilities:

- Manage the meetings and ensure the participation of all members and listen to them and distribution of tasks among them.
- Continuous communication with the federal youth council regards the corporate youth council affairs and its members.
- Forming subcommittees or team works according to the work needs of the council.
- Evaluate members performance and encourage them to attend meetings and participate in team works.
- Raise Quarterly reports and KPIs to the Federal Youth Authority regards the initiatives and events implemented by the corporate youth council.

6. Quorum

There must be a quorum of at least six members; this must include Chairperson, Vice Chairperson, Coordinator and three other members who shall be aged between 21 & 30 years. Members shall have

knowledge of National Ambulance scope of work, vision and objectives. Members should show leadership skills, strong moral sense, a spirit of cooperation and teamwork and be passionate about youth-related topics and issues.

7. Meeting Frequency

The council shall hold meetings on a monthly basis or more frequently as required. Between meetings, updates and requests can be sent electronically to all members by the Chair/Vice Chair.

8. Reporting

The minutes of the meetings will be stored in the N drive; members will be notified of the relevant folder. Minutes must be made available to senior management as requested.

A summary report to the Executive management team should be prepared and communicated at least annually or as required.

9. Lifecycle and Evaluation

The council should have a limited life cycle to align with the achievement of goals and objectives. It may have an ongoing lifecycle however with a review of its purpose and functions required at least annually.

DOCUMENT CONFIGURATIONS CONTROL DATE

A review and update of this document will take place as necessary, when changes occur that identify the need to revise this document such as changes in roles and responsibilities, release of new legislative or technical guidance, or identification of a new policy area.

REFERENCES:

Corporate Youth Council Manual – Federal Youth Authority

This document ownership for editing is identified as:

Chief Administrative Officer

Reviewed: _____ Date _____

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Approved: _____ Date _____

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