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## Review of 2013 Annual ML/C All Staff Training

Burbank Child Development Center,  
332 E. San Jose Ave. Burbank, CA. 91502

<u>Time</u>	<u>Topic</u>	<u>Facilitator</u>
9:30 am:	New Staff Orientation	Rolf, Morgan
10:30 am:	Welcome & State of the Organization	Rolf
11:00 am:	Policy Review & Additions	Rolf, Scott, Morgan
11:30 am:	Program Changes & Re-Vamps	Program Area Staff, Morgan
12:00 pm:	Lunch	
	-Lead Staff Meet w/ Ops Team	Ops Team
1:00 pm:	Presentation on Conflict De-Escalation	Shaune Gatlin
2:30 pm:	Program Area/Track Work Groups	
5:00 pm:	Wrap-Up & Clean-Up	

**New Staff Orientation:** Rolf and Morgan met with new ML/C Staff to review the volunteer handbook, organizational layout, and risk management policies. If you are a new ML/C Staff person please make sure to read the following documents located on the ML/C Staff resource page (email Morgan if you don't know the password):

- Volunteer Handbook
- Volunteer Handbook- ML/C Supplement

**State of the Organization:** Rolf addressed the current state of the organization. A summary of his presentation is below.

"In the past 365 days Y&G has had some significant changes and faced some serious challenges. We have seen the passing of close friends and family members, the temporary loss of our home at Camp Roberts, and the professional separation of two of our close friends and coworkers. Given the amount of change it would be understandable if we were content to just get through the upcoming program year. However, those who would believe that, underestimate the strength of our family. Currently, we are engaged in a nationwide search for our new CEO. This is an exciting time for California YMCA. Alan Hostrup (CEO of the YMCA of Metropolitan Los Angeles) often compares YMCA work to running in a relay race. To paraphrase Alan, we all have our leg to carry the baton for our organizations. Our goal should be to advance our team to the best of our ability, and then hand the baton off to the next person.

This not only applies to our search for a new CEO, but also the organization as a whole. The Youth & Government of today is a built upon the strength of it's previous 65 years, and the hard work, dedication and creativity of our professional and volunteer staff.

Programmatically, we are poised to continue to set new benchmarks for program size and program satisfaction scores for all of our current programs. The changes of this past year have have not slowed our continued efforts to improve the quality of

the Youth & Government experience. Our Program teams are driving an ambitious agenda: launching new program areas, implementing new volunteer-staff support tools, and drafting outcomes metrics that will allow us to quantify the impact that we all believe our programs to have.

As an organization it is our task to continue to build on previous years and make the 2013-2014 leg of the relay stronger than those that came before it; ensuring Youth & Government's place as the leader in civic engagement and leadership development programs.

## **Policy Review & Additions:**

### ***Risk Management:***

Program Staff are required to have completed the following tasks annually, prior to arrival at any Youth & Government Conference:

Annual online child abuse prevention training course (prior to T&E I)

Has received fingerprint clearance from the Department of Justice (fingerprints must be taken 3 weeks prior to T&E I to allow time for processing)

Signed a Youth & Government Volunteer Authorization Form

### ***Electronic Communication and Delegates:***

Electronic communications (including social media) allow us to communicate directly with the youth that we serve. While these types of communication can add significantly to the quality of the experience, they also carry a measure of risk. The following guidelines have been adopted to protect the organization, the staff, and most importantly, the young people with whom we work.

#### *E-Mail*

Every program area has a @calymca.org (forum@calymca.org, etc...) e-mail address. In the event you send out e-mails to delegates/advisors, please use this e-mail address. If you can't remember how to login or you've forgotten your password, please contact Rolf.

When you send e-mails please keep the following in mind:

- When you e-mail delegates, please always cc the delegate's Lead Advisor. This way the Lead Advisor is being kept in the loop.
- If you are sending out mass e-mails, please place everyone's e-mail addresses in the bcc section. This will prevent unwanted e-mail chains being sent out to everyone.
- When you send out important information/documents, please cc Core Staff (Morgan for MLC, Troy for MUN and Scott for both).

#### *Social Media*

Social media is the primary way people communicate these days. As such, it's important that people learn a few basics that will keep us safe and maximize our ability to communicate with the delegates.

#### *Facebook*

Facebook is still the primary social media platform the delegates use to communicate with others. Conversations we have with friends and the things we post on Facebook are not always Y appropriate, and it is the policy of California YMCA Youth & Government that staff (volunteer and paid) will not "friend" current program participants.

Even if you aren't Facebook friends with delegates, there are still ways you can communicate with them via Facebook.

The best way to communicate with the delegates is by creating a Facebook Group for your program area. This will allow you to post things for your program area and tag specific delegates without the need to friend them. When creating FB groups please follow these steps:

- Name your group using this format: program year/calymca/program name. For example, if you are creating a Supreme Court group in the 66th MLC, it would be called 66th CalYMCA Supreme Court.
- Groups have three options: open, closed, and secret. Unless you have permission to do otherwise, please make your groups open.
- Let the Y&G office know you are starting a group, so that Core staff can be added to the group.
- Maintain your group. It's really easy to start a group (or have an officer start one) and then walk away. Please log on to your group once a day and make sure everything is on the up and up.
- Let group members periodically know that offensive posts will be deleted and the author banded from the group. Make sure you follow up with this if needed.

In addition to Facebook Groups, you can also message delegates without being their friend.

### *Twitter and Instagram*

If you create a Twitter/Instagram feed for your program area, please let Scott know prior to its creation.

### *Play It Safe*

Appearance is everything. For your protection and ours, it's best to avoid doing anything that has the appearance of being inappropriate. Someone could be able to look at any communication we have delegates out of context and not think anything inappropriate is happening.

If you have any questions on how to create a Facebook Group or to receive any clarification on Social Media policy, please let Scott know and he will do his best to help you out.

### **Guest Policy:**

Participant safety is our highest priority and in the event that a delegation has a guest visiting our program that is not associated with VIP Day, we ask that the following rules be adhered to:

- Guests must check-in with the Y&G conference office, where they will receive a guest badge. Their guest badge must be worn at all times during their visit.
- An advisor must escort guests for the duration of their stay.
- Guests are not permitted in the sleeping area. If the conference is in a hotel, guests are not permitted on the floors where delegates are housed.
- Guests must obey the Code of Conduct at all times during their visit. Guests violating the Code of Conduct will be asked to leave.
- Guests are the responsibility of their delegation.
- Participants are not allowed to leave the conference boundaries with Guests.

The California YMCA Youth & Government CEO, or his/her designee, has the authority to interpret the Guest Policy and administer any action deemed necessary.

### **Volunteer Dismissal:**

While it is never our goal, there are occasions where it becomes necessary to remove volunteers from our program. Whenever the situation allows, we will address the problem directly with the volunteer in question and provide them the opportunity to correct the deficiency prior to removal from the program.

There are situations however that will result in immediate removal from Youth & Government programs. These include but may not be limited to:

- Violations of the Code of Conduct
- Contact with current delegates outside of Y&G program activities (unless approved by delegate's parents)
- Any lewd, sexually suggestive, or inappropriate interactions with, or in the presence of, delegates.

The CEO of California YMCA Youth & Government has ultimate authority over all personnel decisions. All appeals or requests for reinstatement must be directed to the CEO of California YMCA Youth & Government.

In all instances, the CEO's determination is final.

## **Program Changes & Re-Vamps:**

### ***International Affairs Commission (IAC)***

Lead Staff: Beth Olhasso

- Exciting new Program Area developed by the NIC Staff. The IAC will provide delegates with opportunities to learn and explore world problems and develop solutions to some of the world's most pressing issues. Delegates will work in small teams (3-4) to learn about and then develop innovative solutions to international/world issues (clean and available water, human trafficking, whaling, air quality, deforestation, nuclear arms, immunizations, terrorism, poverty, famine, animal extinction, global pandemics, colonization, trade, woman's rights, Afghanistan, Iran, North Korea, drug trafficking, adoption, infrastructure, etc.). The program will focus on collaborative work, research, technology based presentations, traditional public speaking and debate.
- Up to 100 delegates will be able to opt into the program in its first year.
- IAC will have one leadership. This candidate will apply through the T&E II application process. Of those who apply, IAC staff will select two candidates to run against one another in an in-house election at T&E II.

### ***Judicial Review***

Lead Staff Tammy Stafford

- Program has been overhauled!
- Judicial Review will now have 6 appointed positions of Presiding Justice. These delegates will be interviewed and selected at T&E II. Additional delegates will be placed in the program through the distribution formula.
- Please see handout for additional info.

### ***New Page Program***

Lead Staff: Mario LaFaurie & Ryan Gales

- The "New" Page Program will focus on training delegates on how to prepare for a job, run an office, and give attention to detail.
- Pages will develop resumes for interviews, practice interviewing skills, and critique resumes to learn from each other.
- More emphasis and responsibilities will be placed on Executive Assistants (formally known as Permanent Pages) to help schedule meetings and appointments, keep and report their officer's calendars, and daily tasks.

### ***Appellate Court***

Lead Staff: Jeremy Orr

- Appellate Court will be adding officers this upcoming year in order to better meet the needs of delegates who have already participated in the Program Area.
- There will be two programs within the program area with one program geared towards first year delegates, but open to anyone needing a simple case and practice at both presenting a case and hearing one. The other program, geared for returning delegates but open for anyone wanting a challenge, will be lead by returning delegate officers. This will look much like the familiar Appellate court but will allow delegates to further develop their persuasive argument, research and team building.
- Officers will consist of: Seven appointed leadership, selected at T&E I. They will be responsible for assisting in the training of delegates at T&E II and Sacramento. They will hear their case against one another.
- Still the same awesome and interesting cases; same sex marriage last year, video games the year before.

### ***Update Department of Finance***

Lead Staff: Joe Eusterman

- DoF is focused on creating a state budget, created in a “pseudo-legislative” chamber.
- Totally delegate-created and delegate-administered. DoF Staff believe in perpetual creativity; perpetual evolution. 65<sup>th</sup> ML/C Survey Data: 96.97% of DOF Delegates would recommend it to a friend.
- Program Area is creative, competitive, challenging and smaller; for those who may wish to debate and propose ideas in a smaller group. There is homework, and involvement is a must. “Coasting through” is not an option.

### ***Update Polling Program***

Lead Staff: Mark Vargas

- Had an incredibly successful first year.
- Delegates in the Polling Program learn first hand that opinions matter. They learn how to adjust messaging based on feedback that is gathered. Program also gives delegates an understanding of how survey’s and polls impact them in their own lives.
- This year the Polling Program hopes to have more interaction with other program areas and be viewed as a resource.
- Will become part of the distribution formula in this upcoming year; serving between 60-70 delegates.

### **Lead Staff Lunch with Operations Team**

Lead Staff sat down with the Operations Team (Assistant Directors and Core Staff) to review the following documents:

- Assistant Director Job description
- Lead Staff Job description
- Staff appraisal & goal setting document (to be piloted with Lead Staff this upcoming year)

All documents can be found on the ML/C Staff resources page.

### **Presentation on Conflict De-Escalation**

Shaune Gatlin presented the Staff with tools they could use to de-escalate conflict during the conference season. She noted that addressed the types of conflict, the different ways of dealing with conflict and encouraged us all to stop and take a breath if we find ourselves in conflict during a conference.

### **Program Area/Track Work Groups**

Program Areas and Tracks met for the rest of the afternoon to discuss plans for the upcoming year.