

UNICEF Young Envoys Club Session 2013

Young Envoys Club Reform Proposal

1. Introduction

Ever since the establishment of UNICEF Young Envoys Club(YEC) in Year 2000, YEC has been passionate in advocating children rights in the local community. However, in recent years, the club has been troubled by declining engagement from members and fluctuations in performance of the Executive Committee. To strengthen the club's role as a platform for teenagers to push forward advocacy work, a reform in club structure is proposed.

2. Visions of the reform

- To consolidate YEC as a platform for advocating children rights with teenagers' power
- To consolidate YEC as a platform for young envoys to deepen their understanding towards UNICEF
- To consolidate YEC as a platform for strengthening cohesion among young envoys across different generations
- To consolidate YEC as a platform for young envoys to contribute to the UNICEF community after completing the training programme

3. Current problems prevailing in YEC

a) Declining engagement from members

- More active participation in Executive Committee election is needed
- More active participation in YEC events is needed

b) Fluctuations in performance of the Executive Committee

- Performance of YEC of a particular year is closely related to the composition of Executive Committee members of the year
- Not all Executive Committee members are fully committed to the club
- Implementation of the new 334 system gives rise to more younger, less-experienced secondary school members in the Executive Committee
- ∴ More capable and available manpower is needed to support better work in YEC

4. Reasons behind current problems prevailing in YEC

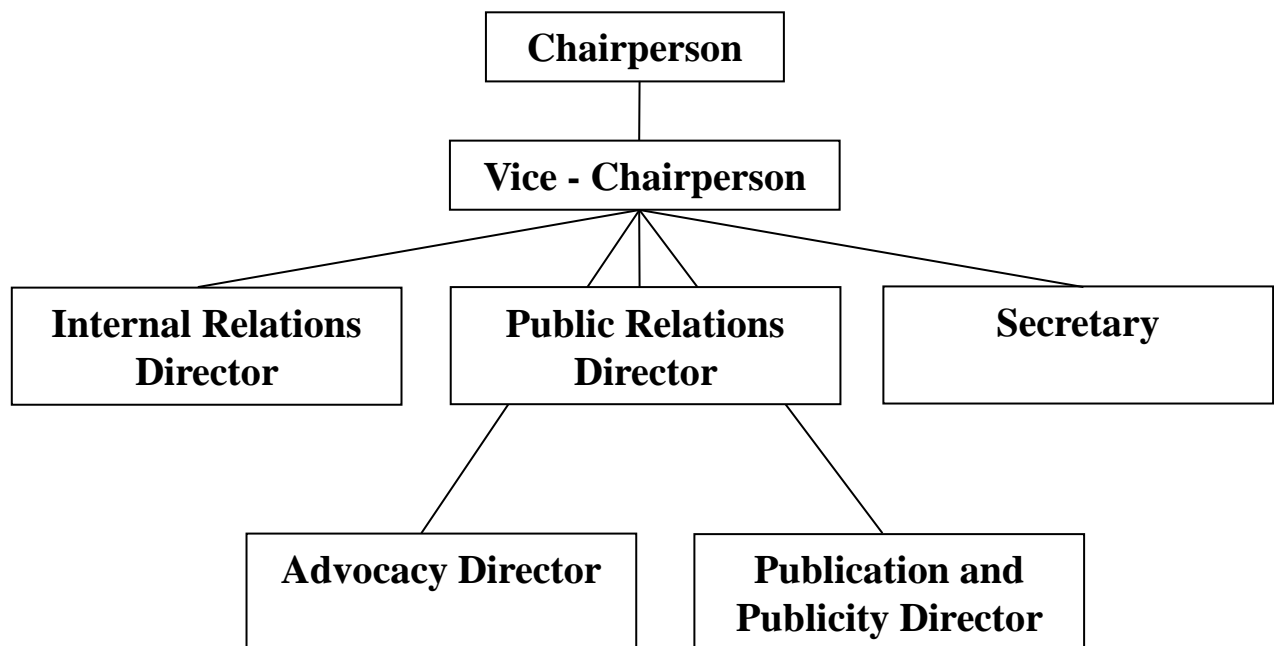
- YEC events are not attractive enough to teenagers (∴ low participation rate)
- Lack of a concrete timeline of work for the Executive Committee to follow (∴ Executive Committee members may underestimate workload they have to bear → Insufficient commitment to the club)
- The idea of advocacy is too vague to secondary school students
- Lack of a long-term training system to nurture successors to the Executive Committee

(∴ Fluctuations in the quality of Executive Committee members)

5. Current structure / mechanism

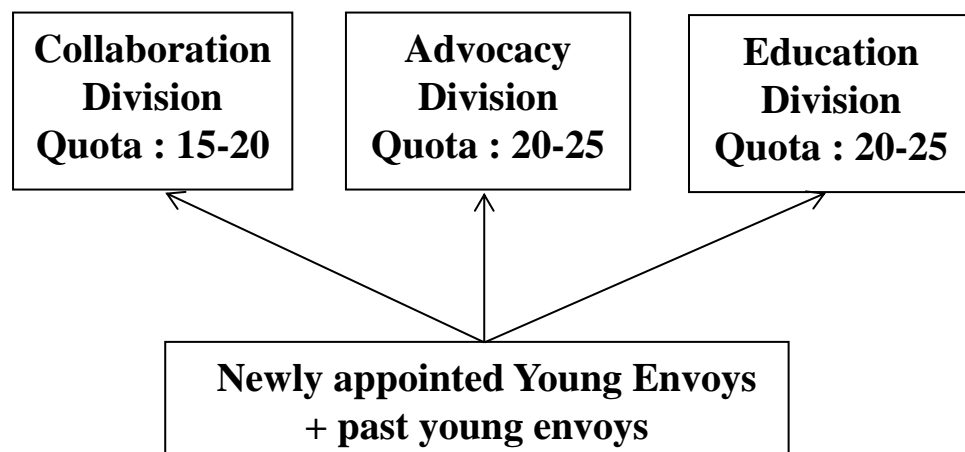
The current EXCO – cabinet system consists of 1 Chairperson, 1 Vice-chairperson, 1 Secretary, 1 Advocacy Director, 1 Internal Relations Director, 1 Public Relations Director, 1 Publications and Publicity Director, all elected by members at the Annual General Meeting.

Current Structure



6. Proposed structure / mechanism

New Structure



a) Description

Under the new structure, Young Envoys Club switches from an EXCO-cabinet system to a division system. Each new young envoy can choose one division to join. (See Part 5(h)(1) for exceptional cases)

Each division is led by one to two Division Coordinator(s) (See Part 5(d)(e) for details). Division Coordinators are required to work with their team to draft a year plan for their division within two months after they are elected. The year plans will be screened by HKCU and each division is responsible for executing the final year plan set by HKCU. Division Coordinators are also responsible for presenting their work to members at the “Annual General Meeting cum Inauguration Ceremony”.

b) Functions of divisions

Division	Function
Collaboration	<ul style="list-style-type: none"> ✧ Make sure events of each division do not clash with each other ✧ Organise “Annual General Meeting cum Inauguration Ceremony” ✧ Present YEC financial status (for past YEC Session) and year budget (for new YEC Session) at “Annual General Meeting cum Inauguration Ceremony” ✧ Prepare YEC e-newsletters ✧ Carry out membership review in May every year (See Part 5(c)) ✧ Coordinate YE application into new divisions (See Part5(d) Timeline) <ul style="list-style-type: none"> - Coordinate divisions presentation on YE Orientation Day - Announcement of the request to YEs to select a preferred division & job shadowing arrangement on Retreat Day - Invite the new batch of YEs to shadow the division’s work - Start Division Application period & process applications - Organise induction activities for the new batch of working members - Coordinate internal election of Division Coordinators - Assist the new YEC Session (Division) in drafting division year plan ✧ Organise reward activities for members
Advocacy	<ul style="list-style-type: none"> ✧ Organise advocacy campaigns in the local community to raise awareness about children issues in HK ✧ Carry out membership review in May every year (See Part 5(c)) ✧ Coordinate YE application into new divisions (See Part5(d) Timeline) <ul style="list-style-type: none"> - Coordinators present on behalf of the division on YE Oday - Invite the new batch of YEs to shadow the division’s work

	<ul style="list-style-type: none"> - Organise induction activities for the new batch of working members - Coordinate internal election of Division Coordinators - Assist the new YEC Session (Division) in drafting division year plan
Education	<ul style="list-style-type: none"> ✧ Organise events (eg. school talks, school fairs) to educate the public about the UNCRC and UNICEF work ✧ Carry out membership review in May every year (See Part 5(c)) ✧ Coordinate YE application into new divisions (See Part5(d) Timeline) <ul style="list-style-type: none"> - Coordinators present on behalf of the division on YE Oday - Invite the new batch of YEs to shadow the division's work - Organise induction activities for the new batch of working members - Coordinate internal election of Division Coordinators - Assist the new YEC Session (Division) in drafting division year plan

c) Membership & membership review

<p>1. YEC Working Members</p> <p>Young envoys who are currently working for YEC</p> <p>See Part 5(h)(2) for responsibilities and rights of YEC Working Members</p>
<p>2. YEC Members</p> <p>Young envoys who are not working for any divisions in YEC</p> <p>See Part 5(h)(3) for responsibilities and rights of YEC Members</p>

Membership review under the new structure

In May every year, all YEC working members are required to state their will in sustaining their membership as a working member in the next YEC Session. Working members may apply to become a YEC member if interested. Since working members have to bear commitment in organising events along with the Division Coordinators, working members who lack sufficient devotion in their work may be asked to switch to become a YEC member by the Coordinators.

**** Special case :**

Normally, the switch of a YEC Working Member to a YEC Member may arise due to an individual's personal will or the fact that an individual cannot meet an expected performance as a YEC Working Member. However, the switch of a YEC Member to a YEC Working Member is still open. The request will be handled on a case-by-case basis. This allows F5 students to take a temporary leave from YEC (to switch from a YEC Working Member to YEC Member) during their F6 year and return to YEC as a Working Member after their F6 studies.

Membership review for YEC Session 2014

All Young Envoys 2013 are required to join YEC as a working member. YEC Session 2013 will invite all past Young Envoys to join YEC Divisions as a working member in the meantime.

(∴ Working members of YEC Session 2014 consist of all YE13 and some past YEs)

Working members who are later found to be not committed enough may be required to become a YEC member by the Coordinators.

d) Election of Division Coordinators

Under the new YEC structure, Coordinators for each division are internally elected by working members of the division. The Coordinators of each division are responsible for executing the following timeline and guiding the election of the next Coordinators of his/her Division.

Time	Work
YE Orientation Day (Nov – Dec)	Introduction to YEC and YEC structure
Retreat Day (April)	Announcement of the request to YEs to select a preferred division & job shadowing arrangement
May – June	Job shadowing – YEs may sit in Division meetings to deepen their understanding towards the divisions (Division Coordinators may send all new YEs mass emails to inform them meeting dates of each division)
Early- mid July	Division Application period (also open to YEs before 2013)
August	Division Application result released Division orientation day & induction activities for all working members
Late August	Division Coordinators internal election among working members of a particular division
Sep – Nov	Current YEC Session guides next YEC Session in drafting Division year plans (assistance provided on division-by-division basis) Current YEC Session continues to execute planned activities
November	Division year plans out for approval
January	Annual General Meeting cum Inauguration Ceremony

e) Recognition of Division Coordinators

Division Coordinators are formally titled “UNICEF Young Envoys Club Session 20XX Collaboration/ Advocacy/ Education Division Coordinator”. Division Coordinators,

together with anyone who has shown their devotion to YEC, may request for reference letters to recognise their participation in the club.

f) Reward activities for working members / members

YEC will regularly organise reward activities for its members. The following activities are open to all members with working members given priority in participation.

- Guest sharing sessions

g) Communication channels

Young Envoys Club under the new structure promote events and communicate with Working Members/ Members with various channels, eg. YEC Facebook Group, email, eNews and Young Envoys Club Website. Functions of Young Envoys Club Website :

- To update the work of Young Envoys Club
- To update members about issues that UNICEF/YEC concerns
- To promote YEC events
- For members to register for events
- For collecting opinion from members towards the club

h) Exceptional cases & miscellaneous issues

1. Applications are handled on a first-come-first-served basis.

2. Responsibilities and rights of YEC Working Members

- All YEC Working Members are responsible for working with/ assisting the Division Coordinators in organising events for their respective YEC Division(s)
- YEC Working Members are eligible to be elected as a YEC Division Coordinator
- YEC Working Members are eligible to vote for a YEC Division Coordinator candidate
- YEC Working Members are given priority in joining reward activities for YEC members

3. Responsibilities and rights of YEC Members

- All YEC Members are eligible to volunteer for events held by YEC Divisions
- All YEC Members are eligible to participate in events held by YEC Divisions

4. Nomination and internal election of Division Coordinators

- (With reference to the Constitution , Article 4.1 & 4.2)
- (Note : In case no working members apply for Division Coordinators election, the existing coordinator will hold office until the election is done / otherwise arranged in agreement with other division coordinators and HKCU)

7. Timeline of transition to the new YEC structure

Time	Work
15-30/6/2013	<ul style="list-style-type: none"> ✧ Complete Reform Group Meetings ✧ Set a general picture in new YEC structure ✧ Start to draft a reform proposal
1-3/7/2013	<ul style="list-style-type: none"> ✧ Finalise reform details ✧ Complete draft of reform proposal ✧ Set Divisions Application Form for YE13
10-21/7/2013	<ul style="list-style-type: none"> ✧ Upload reform proposal ✧ Consultation period
22/7/2013	✧ Finalise reform proposal & submit to management for approval
31/7- 11/8/2013	✧ E-voting period
12/8/2013	✧ Distribute Divisions Application Form to YE13 & past YEs
12/8 – 25/8/2013	<ul style="list-style-type: none"> ✧ Divisions Application open for YE13 & past YEs ✧ Divisions enrolment period
25/8/2013	<ul style="list-style-type: none"> ✧ YEC Session 2013 AGM ✧ Show voting statistics
By 28/8/2013	✧ Divisions Enrolment result set
By 31/8/2013	✧ Divisions Application result released
9-10/2013	<ul style="list-style-type: none"> ✧ Division induction activities & orientation day for Working Members ✧ Mid 10/2013 – internal election of division coordinators
By 30/11/2013	✧ YEC Session 2014 Division Year Plans submitted to HKCU
11/2013	✧ Introduce to YE 2014 about YEC and new YEC structure (Oday)
1/2014	✧ Inauguration ceremony of YEC Session 2014

8. How the new structure tackles current problems prevailing in YEC and factors behind

1. Fluctuations in the performance of the Executive Committee

The new structure can give rise to a more stable leadership with higher quality in YEC ∴

- A more committed team is formed ∴ not committed working members are required to switch to become a member
- Division Coordinators are more representative ∴ Coordinators are elected by working members (who will later work with him/her to organise events) & the group of working members carries a larger population size than the group of members who now attend AGM to elect for Executive Committee members

2. Declining engagement from members

The new structure sets a strong foundation in boosting engagement from members ∴

- YEC puts more emphasis in organising events that could successfully draw member's devotion and participation in the past. Events that were unpopular (eg. pure gatherings) are given up while events that give participants more sense of satisfaction (eg. advocacy projects, school talks) are organised
- More attractive reward activities for members are organised to draw their participation and devotion
- The new YEC Webpage refreshes members' database and ensures mass emails to be successfully dropped to the accounts of all members (\therefore Members are more frequently updated on YEC issues to prevent them from losing engagement)