

## Position Description – Legislation Coordinator

<b>Other roles supervised by this position</b>	Legislation Officer
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### Purpose of Position

This role is responsible for ensuring that Youth Parliament legislation is of an acceptable standard, submitted on time and formatted correctly.

### Duties & Responsibilities

#### General Duties

- Assist the Senior Coordinator Parliamentary to supervise Advisors and ensure their Bills are submitted on time
- Work with the Legislation Officer (under supervision of the Senior Coordinator Parliamentary) to format Bills and amendments ready for publishing online and in the Parliamentary Handbook
- Provide a report of recent activities at each Taskforce meeting
- Assist the Senior Coordinator Parliamentary and Education & Training Coordinator in preparing documents, handouts, signs, procedures etc. for parliamentary activities for Training Day and the YP Camp
- Provide assistance to the Senior Coordinator Parliamentary as required

#### Advisor Duties

- Initiate and maintain contact with members of your Committee throughout the program
- Guide your Committee through the brainstorming, research, ideas development and writing stages of Bill and amendment creation (including using correct Bill format)
- Act as an impartial party in Committee operations, ensuring the group works collaboratively and cohesively
- Plan and implement a process for deciding your Committee's Ministers/Shadow Ministers

#### Duties during YP Camp

- Participate in all rosters of Taskforce duties as required
- Work with the Legislation Officer to edit Bills/Acts after Parliament ready for presentation on final day of camp
- Provide support and assistance to fellow Taskforce members and YMCA staff as required

#### Duties to YMCA WA

- Commitment to YMCA WA's Environmental Policy
- Commitment to YMCA WA's Social Media Policy
- Understand and work under the guidelines of the YMCA WA Safeguarding of Children and Young People Policy and Code of Conduct
- Ensure compliance with all relevant YMCA WA OS&H practices
- Take reasonable care for your own health and safety and for the health and safety of others
- Cooperate with YMCA WA with respect to legislative occupational health and safety requirements and relevant YMCA Health and Safety Policies
- Provide a National Police Clearance or consent to YMCA WA obtaining one on your behalf
- Obtain a Working with Children Check (as required under Section 6 of the *Working with Children (Criminal Record Check) Act 2004*)

### Selection Criteria

- Good understanding of the Youth Parliament legislation format and process for creation
- Ability (or willingness to develop required skills) to fulfil all duties as listed above
- Excellent eye for detail
- Ability to complete tasks within deadlines and operate well under pressure
- Excellent skills with Microsoft Word, or willingness to develop Word skills
- National Police Clearance and Working with Children Check (or willingness to obtain)

### Agreement:

*I have read and understood the above Position Description and I agree to undertake the role.*

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Volunteer Name

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Signature

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Date