

Position Description – MP Liaison Coordinator

Purpose of Position

This role is responsible for liaising with Members of Parliament to engage them in the program as Acting Speakers and hosts for Parliamentary morning/afternoon teas and luncheons.

Duties & Responsibilities

General Duties

- Liaise with all State Members of Parliament through emails, phone contact or in person to engage them in the Youth Parliament program, encouraging them to:
 - Attend as an Acting Speaker
 - Host a morning/afternoon tea or luncheon through their Parliamentary party
 - Attend to watch debate from the gallery
 - Attend functions and events as they arise
- Create a timetable for the Acting Speakers once they have confirmed
- Liaise with Parliament House catering as required about sponsored events
- Report to the Program Coordinator with details about confirmed morning/afternoon teas and luncheons
- Send any information or documents to Members of Parliament as requested by the Senior Coordinator Parliamentary, YMCA staff or Program Coordinator
- Act as a link between Members of Parliament and Youth Members of Parliament, supporting and facilitating relationships as appropriate and when requested by either party
- Provide a report of recent activities at each Taskforce meeting
- 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

- Greet Members of Parliament as they attend parliamentary sittings, and ensure they have everything they need to fulfil their duties as a Speaker or guest
- Participate in all rosters of Taskforce duties as required

- 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 WA 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 appropriate ways to initiate contact with and communicate with Members of Parliament and their offices
- Ability (or willingness to develop required skills) to fulfil all duties as listed above
- Commitment to regularly checking emails and answering/returning phone calls (i.e. every day or second day)
- National Police Certificate 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.

Volunteer Name

Signature

Date