**Member Intentions & Responsibilities:** The Youth Advisory Board is intended to be considered a job commitment. Therefore, policies are put into place to ensure that all YAB members can effectively participate and understand what their commitment requires. The YAB is a valuable growth opportunity for young adults and allows the Transitions ACR to make beneficial changes based on input from the Advisory Board. We expect that YAB Members conduct themselves professionally, and actively engage during calls and assignments.

1. In order for Co-Chairs to ensure YAB Calls work for all members, they need notice of member availability. All YAB members are required to fill out the call Doodle polls within 3-4 days of receiving the poll via e-mail.
2. In order for presenters to get adequate feedback from a diverse group of young adults, it is important that all YAB members attend each call. Members are required to give a 48 hours’ notice if they are unable to attend a call. Any missed YAB calls without prior notification to Co-Chairs will result in re-evaluation of YAB membership.
3. In order for Co-Chairs to host successful calls and provide presenters with enough time to receive valuable feedback from YAB members, they need to start the call on time. Members are expected to join calls on time or early. If you are more than ten minutes late for 3 calls, this will result in re-evaluation of YAB membership. If you need to leave early through the call, please notify a Co-chair 24 hours before the call. If you have to leave more than 30 minutes early for 3 calls, this will result in re-evaluation of YAB membership.
4. In order for the Transitions ACR staff to infuse youth voice into all materials developed at the center, we need to have consistent feedback on materials from committed young adults. Members are being paid to review call materials and are therefore expected to review all materials and report on what they learned through the call, or via e-mail if preferred. If it becomes clear that a member has not reviewed call materials, Co-Chairs will follow up for feedback. If feedback is not given, the payment invoice will reflect a deduction.
5. In order to facilitate an effective call where everyone is equally and fully-involved, YAB members are expected to be at a computer with internet access and use a phone for call audio (or headphones and computer audio if no phone available) so that all members are stable in one place and giving their full attention to the meeting without risk of complications. Members should not be working during the time that they are on the YAB conference call.

**Co-Chair Responsibilities**

1. Co-Chairs are required to join calls 15 minutes early to ensure the Go To Meeting line is successfully up and running, and to troubleshoot with any YAB members struggling to join
2. Co-Chairs will give YAB members any larger materials to review for calls at least 1 week in advance
3. Co-Chairs will always provide support and accommodations requested from individual YAB members in order to ensure they are adequately notified of calls (i.e. getting texts an hour before a call-in addition to typical YAB e-mail notifications)
4. Co-Chairs will ensure YAB members have confirmation of call information (time, date, go to meeting line) at least 2 weeks before calls take place.