**What is YAC?:**

The Polk County Youth Action Council (YAC) is a group of young people with lived experience in homelessness who help lead community change. Individuals who have lived experience are encouraged to be part of the solution. All are welcome to attend our community meetings on the 4th Tuesday of most months. Meetings are from 4:30-5:30 pm at the IHYC Youth Opportunity Center at 612 Locust.

**What happens at YAC meetings?**

YAC meetings provide an opportunity for youth experiencing homelessness to meet other youth in a safe haven free from discrimination. YAC Leadership Members plan the YAC community meetings to provide an opportunity to hang out, learn about community resources, and get involved with local efforts to impact homelessness. Individuals should expect to follow the group norms/expectations of our meeting location and the YAC.

**What do the YAC Leadership Members do?**

As a YAC Leadership Member, you will manage the behind-the-scenes work, plan community YAC meetings, present on behalf of YAC at community events, work on specific projects the particularly affect young people experiencing homelessness, and advocate with key officials for change. YAC Leadership Members must complete an application and receive a stipend of up to $15/hour for their work to address youth homelessness.

**Are you up for the job?**

Homeward can currently support up to 10 young people, maybe more, to serve as YAC Leadership Members. The YAC Leadership Members will have support of the co-facilitators.

Key expectations of the Leadership Members include:

* Serve as a positive role model and represent the YAC in a positive manner at area events.
* Communicate consistently with YAC facilitators and other YAC members.
* Be able to present at the monthly YAC general meetings and in the community.
* Take action by designing projects that will impact your community.
* Connect with community leaders and voice your opinion on issues important to you.

**YAC Leadership Member Requirements:**

* Be between 16-24 and have experienced homelessness in the last five years.
* Attend up to 3 monthly meetings and be involved in YAC community work.
* Communicate absences in advance.
* Attend two general YAC meetings before applying for YAC Leadership.

**How to Apply:**

* Email the completed application to Amy at [acroll@homewardiowa.org](mailto:acroll@homewardiowa.org)
* Deliver or mail the completed application to:

Homeward Iowa

505 5th Ave, Ste. 1010

Des Moines, Iowa 50309 or leave it at 612 and ask staff to email or text Amy at 319.519.1576

**Confidentiality:** Any confidential information requested is for our records. Your answers will be kept secure and will not be shared with another party. Your cooperation in providing this information is both appreciated and necessary.

**Youth Action Council Leadership Member Application**

**Instructions:** Persons interested in serving as a YAC Leadership Member are asked to answer the following questions to be considered for a paying position with YAC. Your interest in being a YAC Leadership Member is greatly appreciated.

**Please complete the following form, sign, and return to Amy Croll, via email at** [acroll@homewardiowa.org](mailto:acroll@homewardiowa.org) or leave with 612 staff**.** Questions can be directed to Amy Croll or to Angie Arthur at [aarthur@homewardiowa.org](mailto:aarthur@homewardiowa.org). Applications to be reviewed by YAC co-facilitators.

**Preferred Name/pronouns:**

**Age:**

**Email:**

**Phone:**

**Discord:**

**Preferred Method of Contact:**

1. **What is meaningful to you about the work of YAC?**
2. **What would you like to see YAC accomplish while you are a member?**
3. **What would you like to learn for your own personal or professional development by being part of YAC?**

# YAC Leadership Job Description and Expectations

**YAC Purpose:** Youth Action Council exists to help prevent and end youth homelessness by creating solutions and resources for at-risk youth.

**Vision:** Everyone in Polk County will have a safe place to call home.

**Values:**

1. **Collaboration** We will cultivate relationships and effective partnerships to help prevent and end youth homelessness.
2. **Impact** We will strategically share our experiences to transform the lives of our most vulnerable populations.
3. **Empowerment** We will challenge ourselves and our community to ­be the best that it can be.

**YAC Leadership Member Roles and Responsibilities:**

* With a team, plan and oversee the YAC meetings
* Positively represent the YAC in public settings
* Provide insight to the homeless planning system and the service providers who serve those experiencing homelessness
* Participate in community presentations and projects, as requested
* Assist with marketing and outreach efforts that help support the strategic goals of YAC
* Monitor and make adjustments as needed to the annual budget
* Assist with fundraising and outreach efforts, including service projects
* Recruit new YAC members
* Invite young adults experiencing homelessness to general YAC meetings
* Respect the authority and action of YAC, YAC co-facilitators, and YAC partners

*\*YAC Leadership Members share these responsibilities on behalf of YAC. Each member is expected to make recommendations based on his or her experience and vantage point in the community.*

**Length of Board Term:** One year, which may be renewed for one additional consecutive term, pending annual approval of the YAC.

# Meetings and Time Commitment:

* The YAC Leadership Members meet the 2nd Tuesday of every month from 4:30 PM to 5:30 PM. Meetings are held at the IHYC Youth Opportunity Center, 612 Locust St, Des Moines. YAC Leadership Team members will be expected to facilitate the general YAC meetings, held on the 4th Tuesday of every month from 4:30-5:30 PM in the same location.
* Additional committees meet on an as needed and as appropriate.

# Expectations of YAC Leadership Members:

* Not to miss more than 25% of all YAC meetings or miss four consecutive YAC meetings in a row without notifying the YAC Facilitator or Co-Facilitator
* Provide a completed W-9 form by December each year if payment received exceeds the IRS minimum of $600.
* Participate in YAC projects and activities
* Intentionally prepare for any community projects or presentations
* Be alert to community concerns that can be addressed by YAC or the broader homeless planning entity
* Help communicate and promote YAC’s mission and programs to the community
* Become familiar with YAC’s budget
* Maintain confidentiality
* Vote with wisdom and integrity
* Resist pressures from groups or individuals who attempt to compromise values, goals, policies, or ideals, or who are self-serving

As a Youth Action Council (YAC) Leadership Member, I agree to abide by the expectations detailed within this document and to serve the YAC with integrity and commitment.

Name

Date