

International Association of Youth Mental Health (IAYMH)

Executive members' roles and responsibilities



IAYMH Aims

The IAYMH was established in 2012 to assist in advocating and collaborating for the mental health needs of young people across the world. IAYMH aims to:

- (a) ensure that mental health services are more responsive to the health needs of young people across the world
- (b) promote public and professional interest in the mental health and wellbeing of young people aged 12 to 25
- (c) advocate for systems change which ensure a developmentally appropriate service response for young people and their families and carers
- (d) meaningfully engage young people and their parents and carers in the Association to develop a voice and advocate for systems change
- (e) foster collaboration and communication internationally between individuals and organisations working to improve the health and wellbeing of young people, using evidence informed practices wherever possible
- (f) act as a conduit to highlight exemplars of new research and best practice in the youth mental health field
- (g) advocate for improved standards of care for young people while promoting the advancement of research and education in youth mental health.

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The IAYMH Executive

1. Composition

The governance of the Association is managed by an Executive Committee of 12 members. The Committee consists:

- (a) a President
- (b) three Vice-Presidents (one a designated youth position);
- (c) a Secretary/Treasurer; and



(d) 7 additional ordinary members.

The IAYMH aims for one third of the committee members to be aged between 18-25 years and the Executive to represent the geographic diversity of the Association's membership.

2. Overall responsibilities

Committee members have many responsibilities including:

- to attend (remotely via virtual means) each meeting and to have read the papers, ask questions and make suggestions for activities relevant for the Association to engage;
- to attend (in person or remotely) strategy days and are expected to contribute to the agenda and participate in the session planning;
- to participate in at least one sub-committee or working group (should any be established) as required; and
- to always act in a manner that promotes the public profile and integrity of the Association.

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3. Specific roles

(a) President

Provides the overall direction and leadership of the Association.

The President can be Chairperson for general meetings and committee meetings, or nominate an alternate chair.

The President usually represents the organisation at public events and in the media, communicates with membership via the website or other means (email, newsletter) and ensures that the Association abides by its Rules and established policies.

(b) Vice-Presidents

The IAYMH Committee has three Vice Presidents positions, one is a designated position for a young person aged 18-25.



These members will assume the role of President when that person is not available, or be delegated a specific role or task by the President.

(c) Secretary/Treasurer

The Secretary and Treasurer of an incorporated association has certain duties and responsibilities according to the Incorporated Associations Act (Victoria). For example, the Secretary must:

- maintain the register of members
- keep custody of the common seal, all books, documents and securities of the Association.
- provide members with access to the register of members, the minutes of general meetings and other books and documents.

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The treasurer component deals with the financial affairs of the IAYMH including:

- Receiving money received by the Association and issue receipts for that money.
- ensuring that all money received is paid into the account of the Association
- making payments authorised by the Committee from the Association's funds;
- ensuring that the financial records of the Association are kept in accordance with the Act; and
- coordinating the preparation of the financial statements of the Association, and arrange for them to be certified by the Committee before being submitted to an annual general meeting.

NB: Only members who reside in Australia are eligible to be appointed as Secretary/Treasurer.

(e) Ordinary members

Ordinary members must meet the duties that apply to all members of the Executive and will be determined at the commencement of each year by the Executive Committee.

4. Remote membership



Given the geographical spread of committee membership, members may participate in meetings in person or using technology such as teleconferencing or videoconferencing.

5. Term of office

Members hold office for one term which is two years. That term ends at the end of the calendar year two years after being elected.

A committee member may nominate to be re-elected to the same office, or to a different office at the end of their term.

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6. Time Commitment

The Committee meets at least 6-8 times each year at dates determined by the Committee. It is expected that Committee members would devote around 2-3 hours a month as part of their work on the Committee. This includes preparing for and attending meetings and contributing to ongoing work that occurs outside of committee meetings.

The nomination and election process

7. Who is eligible to be a committee member

An individual member of IAYMH is eligible to be a committee member if s/he is:

- (b) 18 years or over; and
- (b) entitled to vote at a general meeting.

8. Skills and experience of Committee members

IAYMH encourages members with a diverse range of skills to apply for committee positions.

Members may bring skills or experience such as

- working or volunteering in the youth mental health sector
- fundraising experience
- accounting or auditing skills
- marketing, communications or media experience
- strategic planning experience
- legal experience



You will be asked to outline your experience as part of the nomination process.

9. Election of committee and office holders

Following a call for nominations, an eligible member of the Association may:

- (a) nominate him/herself for a vacant committee position; or
- (b) be nominated by another member

The nomination must specify which position on the Committee the person is nominating for.

As part of the nomination process, members need to provide a brief written statement in support of their nomination.

Nominations must be made in writing and sent to the Secretary within 14 days after the call for nominations.

If more than one member nominates for a position, a vote will be conducted and Committee members will be elected to office by a general vote, via an online ballot, of the members of the IAYMH.

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