



TERMS OF REFERENCE

GLOBAL JAMAICA DIASPORA YOUTH COUNCIL

*Engaging, connecting and empowering young Jamaicans
around the world*

11th March 2020

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PART A – INTRODUCTION

Background

1. The Global Jamaica Diaspora Youth Council hereinafter referred to as “GJDYC” is a youth-led initiative with the aim of increasing the affinity and connection of young people in the Jamaican Diaspora. It is grounded in the recognition that greater linkages should be forged and mechanisms established to connect Diaspora youth with Jamaica; specifically, the engagement of the second, third and fourth generations. This recognition is reflected in the National Diaspora Policy and accordingly will also in turn be reflected in the alignment of the actions of the GJDYC with the newly crafted goals, pillars and focus areas outlined in the National Diaspora Policy.
2. The GJDYC will be one of the tools of Diaspora engagement for young people and will be guided by the National Diaspora Policy with its primary responsibility being the realisation of the goals of the Policy.
3. The GJDYC will shape a more strategic relationship with the Jamaican Diaspora which will bring benefits both to Jamaica and its global community. It will significantly contribute to national development through productive, mutual and sustainable engagement.
4. The GJDYC will serve to engage, empower and organize the youth of Jamaican heritage in the Diaspora and mobilise them to connect and contribute to Jamaica's development.
5. It is important to note that the GJDYC is not an arm of the Government of Jamaica. Consequently, the views expressed by Council members do not necessarily represent the views of the Government of Jamaica.

Leadership of the GJDYC

1. The leadership of the GJDYC will comprise 7 Regional Youth Council Leaders and will be expanded, as necessary, where a GJDYC group is established in other Diaspora regions outside of Canada, the United Kingdom and the United States of America. The Regional Youth Council Leaders will be aged 18 to 35. All 7 Regional Youth Council Leaders from Canada, the United Kingdom and the United States of America will be appointed initially by the Minister with responsibility for Diaspora Affairs. After the completion of the first term of office, an election process will be used for selecting Regional Youth Council Leaders. The leadership structure is as follows:
 - a) The United Kingdom (UK) - two Regional Youth Council Leaders, one each representing the North and South regions.
 - b) Canada (CAN) - two Regional Youth Council Leaders from any province and territory.
 - c) The United States of America (USA) - three Regional Youth Council Leaders each representing the North-East, West/Mid-West and Southern regions.

2. Regional Youth Council Leaders of the GJDYC must be of good repute and in good standing in their communities, educational and/or professional lives. They must possess the requisite skills, experience and influence required by thematic area 7: Engagement of Diaspora Youth and Young Adults, as outlined in the National Diaspora Policy.

3. Standing Committees will support Regional Youth Council Leaders in each Diaspora location (1 CAN, 1 UK, 1USA). There will be 9 Standing Committees per Diaspora location, with at least one representative from each region where possible. The 9 Standing Committees are:
 - a) Governance and Elections Committee:

Responsible for the structure and maintenance of the leadership body and manages the election process for the Regional Youth Council Leaders.

- b) Finance Committee:
Provide fiscal oversight for the GJDYC and maintain a continuing review of the financial affairs of the GJYDC.
- c) Fundraising Committee:
Responsible for overseeing the GJDYC's overall fundraising efforts.
- d) Membership Engagement Committee:
Monitors all aspects of membership, including invitations retention, training and development.
- e) Special Projects Committee.
Oversee the planning and coordination of special projects and events of the GJDYC.
- f) Events and Conference Committee:
Responsible for the successful planning, implementation and evaluation of events and conferences.
- g) Policy and Advocacy Committee:
Responsible for identifying, prioritizing, and managing current and emerging public policy issues that impact the GJYDC and advocate for the advancement of youth living in Jamaica and youth in the Jamaican Diaspora.
- h) Integrated Marketing and Communications Committee:
Increase public awareness about the GJDYC and oversee the design and promotion of the GJDYC marketing and promotional materials.
- i) Ad hoc Committee:
Committee formed for a specific task or objective and dissolved after the completion of the task or achievement of the objective.

Membership of the GJDYC

1. Membership is open to all youth of Jamaican heritage between the ages 18-35.
2. Membership benefits include:

- a. Networking with others who share a passion for youth and Jamaica's development
 - b. Reconnecting to Jamaica's culture and heritage
 - c. Taking part in youth meetings, seminars, projects and social events
 - d. Reduced event fees
 - e. Voting for officers at elections
 - f. Contributing to Jamaica's development through a comprehensive and coordinated mechanism
 - g. Receiving updates on events and news on Jamaica.
3. There are three types of membership:
- a) Individual - any young person of Jamaican heritage can apply for membership;
 - b) Organisation - any Jamaican youth-focused organisation in Jamaica or the Diaspora can apply for membership; and
 - c) Affiliate - any individual or organisation that is a ¹friend of Jamaica, interested in the sustainable development of the country can apply for membership.

Legal Framework of the GJDYC

1. There will be **one legal structure** for each Diaspora location (1 in CAN, 1 in the UK, 1 in USA)
2. Each region will determine their respective appropriate legal structure.

Governance Structure of the GJDYC

1. The GJDYC will be led and supported by:
 - (a) the Executive Board, comprising: (i) the 7 GJDYC Regional Youth Council Leaders (2 UK, 2 CAN, 3 USA); (ii) one representative designated by each of the

¹ A friend of Jamaica is an individual or organisation that is not of Jamaican descent but has an affinity and/or is committed to the sustainable development of Jamaica.

following bodies from the Jamaica National Youth Council, Youth Advisory Council of Jamaica, Jamaica Youth Ambassadors Programme and the Jamaica Union of Tertiary Students.

For the avoidance of doubt representatives designated pursuant to (ii) above will serve for the tenure of their appointment to the respective Council, Programme or Union.

(b) a Secretariat comprising 4 persons.

2. The Secretariat will include one representative each from Canada, United Kingdom, United States of America and one staff member from the Diaspora Affairs Department in the Ministry with responsibility for Diaspora Affairs. No age limit will apply to the persons who are a part of the Secretariat.
3. The Youth Leaders from each region will select the Secretariat representative for the first term and a nomination process through the Executive Board will follow thereafter. The Diaspora Affairs Department will designate one staff member from the Department to serve on the Secretariat.
4. The Executive Board will comprise a total of 15 individuals and will be expanded as necessary where a GJDYC group is established in other Diaspora locations.
5. The Executive Board will reinforce and revisit, if necessary, the governance structure of the GJDYC;
6. Each year, a Chairperson will be nominated and selected from among the GJDYC Regional Youth Council Leaders and will serve in that role for the ensuing year. The selection process will take place by majority vote of the members of

the Executive Board at its first meeting of each year, and based on the agreed nomination process, being that any individual on the Executive Board (save the members of the Secretariat) can nominate a Regional Youth Council Leader to serve as Chairperson. Each nomination must be seconded and the nominee with the most votes is selected.

7. The 15 individuals on the Executive Board will perform the following functions:

A. The Chairperson will:

- a) Provide leadership to the GJDYC by facilitating discussion on the Council objectives, initiatives and thematic area 7 on Engagement of Diaspora Youth and Young Adults, as outlined in the - National Diaspora Policy;
- b) Lead the process of formulating a strategic work plan for the GJDYC with targets and deadlines;
- c) Convene and manage the quarterly meetings;
- d) Ensure the work of the GJDYC aligns with the goals of the National Diaspora Policy;
- e) Liaise with the Ministry with responsibility for Diaspora Affairs and the Ministry with responsibility for Youth, as may be appropriate from time to time for the effective support and operation of the Council;
- f) Encourage the highest standards of propriety; and
- g) Promote effective use of the role of GJDYC membership.

B. The GJDYC Regional Youth Council Leaders will:

- a) Serve as the youth representatives on the Global Jamaica Diaspora Council;
- b) Encourage support and interest in the work of the Global Jamaica Diaspora Council to operationalize the goals of the National Diaspora Policy, and in particular **goal 8** which targets the engagement of youth and young people across the Diaspora.

- c) Liaise with the Ministry with responsibility for Diaspora Affairs as appropriate and necessary from time to time;
- d) Oversee the overall regional activities, Divisional leads and Standing Committees;
- e) Provide quarterly updates on their region, including membership, programmes, challenges and initiatives;
- f) Assist the Chairperson with the execution of the Strategic Plan;
- g) Attend and participate in meetings on the Executive Board of the GJDYC;
- h) Coordinate meetings and events for the development of the GJDYC in their respective region;
- i) Adhere to and enforce the principles and best practices of the GJDYC;
- j) Disseminate relevant information and updates from Council to their respective membership; and
- k) Regularly meet with the Jamaican Mission Overseas under whose jurisdiction he/she falls to collaborate on solution-oriented activities, seek support in executing their role, providing information on Diaspora-related matters and to be briefed on the Government of Jamaica's priority areas.

C. Leads from the Jamaica youth organisations will:

- a) Provide advise and give insight to the current needs of the youth in Jamaica;
- b) Provide updates on policy changes affecting the youth in Jamaica;
- c) Liaise with the Ministry with responsibility for Youth;
- d) Collaborate with the GJDYC on select policy, programmes and projects; and
- e) Integrate the GJDYC in Jamaica's national youth activities such as National Youth Month.

D. The Secretariat will:

- a) Support the Chairperson and Regional Youth Council Leaders in organizing the meetings;

- b) Circulate meeting agenda, minutes / other records relevant to meetings of the Council;
- c) Document the discussions of all meetings effectively and disseminate reports to the Executive Board;
- d) Maintain records of the work of the GJDYC;
- e) Have in depth knowledge of the Diaspora region they represent; and
- f) Maintain contact with Diaspora groups in their respective countries to disseminate or retrieve information on Diaspora affairs.

PART B – DUTIES AND RESPONSIBILITIES

Responsibilities of GJYDC members

1. The main role and function of the GJDYC is to create modalities and implement strategies to realise the following objectives in relation to youth engagement, stemming from the National Diaspora Policy:
 - a) Galvanising youth in their respective countries or region to discuss and take action on matters relating to community development, civic partnerships, and issues affecting young people in the Jamaica Diaspora and young people in Jamaica;
 - b) Building local, regional and cross border partnerships and networks with youth in the Diaspora to create synergies with young people and youth entities in Jamaica;
 - c) Promoting the well-being of youth in their local Diaspora region and in Jamaica;
 - d) Encouraging and facilitating the development of opportunities for youth to empower themselves and their communities;
 - e) Supporting activities geared at youth engagement, in collaboration with the nearest Jamaican Overseas Missions, Diaspora organisations, the Ministry with responsibility for Youth and the Diaspora Affairs Department in the Ministry with responsibility for Diaspora Affairs;

- f) Participating in practical programmes and activities geared towards a greater understanding of the mechanisms and structure of the Government Ministries, Departments, and Agencies;
 - g) Contributing to the development of policy through research, reports, events and recommendations;
 - h) Connecting with the second to fourth generation youth including those under the age of 18, through events and educational programmes;
 - i) Strengthening cultural and professional connections through internships, exchange and placement programmes in Jamaica.
2. GJDYC members are encouraged to:
- a) Participate in Diaspora events including divisional, regional and national Annual General Meetings and contribute to the staging Biennial Jamaica Diaspora Conferences, including The Global Youth Forum;
 - b) Join Standing Committees and pursue leadership positions;
 - c) Interface with members of the Diaspora community, including but not limited to Community-Based Groups, Alumni Associations, African Caribbean Societies and relevant individuals in their respective regions to obtain a clear understanding of the issues and interests of the Jamaican youth communities overseas; and
 - d) Support the promotion of events being hosted by the respective Jamaican Overseas Missions where appropriate.

PART C – ELECTIONS, TENURE AND VOLUNTARY SERVICE

Election of GJDYC Leaders

1. The 7 Regional Youth Council Leaders are elected by their Diaspora Communities.

2. The GJDYC Governance and Election Committee will provide oversight of the election process.
3. Elections shall begin no less than two (2) months prior to the expiration of the term of the sitting Youth Council Members.
4. Each region shall elect the respective Regional Youth Council Leader from among persons who have been approved by the Governance and Election Committee having met the eligibility criteria.
5. The 7 Regional Youth Council Leaders must meet the following eligibility criteria at the time of nomination, election and at all times during their tenure:
 - a) Be Jamaican or of Jamaican descent;
 - b) Be at least 18 years old;
 - c) Have no criminal convictions pending or imposed on him/her by any court;
 - d) Have never been adjudged or otherwise declared bankrupt by any court or financial institution;
 - e) Have no pending litigation proceedings against him/her;
 - f) Be resident in the respective Diaspora location;
 - g) Have a minimum residence permit of three years at the start of term;
 - h) Have expressed indication of intention to commit to and stay within the region for the tenure of leadership and the subsequent time period to facilitate the handing over process;
 - i) Have been registered by the Governance and Election Committee to be a candidate for elections;
 - j) Have not been medically certified as a person of unsound mind;
 - k) Possess a reasonable level of demonstrated management and leadership skills or experience;
 - l) Have no disciplinary proceedings or sanctions pending or imposed by a professional or administrative body;

- m) Have a willingness to commit and has sufficient time to discharge his or her duties to the Council; and
 - n) Have no perceived or actual conflict of interest (i) upon nomination or election or (ii) during the terms which has not been addressed in accordance with Part E Paragraph 4 (Conflict of Interest)
6. The Diaspora Youth and young people will nominate and elect in each Diaspora region, such number of regional leaders for that country as outlined in Part A.
 7. Further to the receipt of notification of the final results of elections in each region of a Diaspora location, the Minister will confirm the individuals who received the largest number of votes in such elections, as GJDYC representatives for the upcoming term.
 8. The outgoing Regional Youth Council Leader may mentor the incoming Regional Youth Council Leader for two months' post-election.
 9. Division Leads and Standing Committee representatives will be selected during their respective Regional, Divisional and Standing Committee meetings.
 10. The Regional Youth Council Leaders will appoint the Secretariat representative for their Diaspora location.

Tenure of GJDYC Leadership

1. Subject to the provisions herein, each Regional Youth Council Leader of the GJDYC will receive a letter of confirmation from the Office of the Minister with responsibility for Diaspora Affairs indicating that a member will serve for a term of 3 years.

2. For the purposes of the GJDYC, a term shall mean a period of 3 years from the date of elections or appointment, subject to earlier termination or extension in accordance with the provisions hereof.
3. The Division Leads and the Diaspora representatives on the Secretariat will serve for a period of three years (a term).
4. A term may be extended, where it is deemed necessary due to extenuating circumstances, by the Minister with responsibility for Diaspora Affairs in consultation with and agreement of the Executive Board. For the avoidance of doubt, the final decision regarding extension of the term of office will be that of the Minister.
5. A Regional Youth Council Leader may serve a maximum of two consecutive terms but thereafter shall take a hiatus equivalent to at least one term, before being eligible for re-election to the GJDYC.
6. A Regional Youth Council Leader is not eligible to stand for election to the GJDYC after age 35 provided. However, if a leader attains the age of 35 during their tenure, they will be permitted to complete their existing term on the GJYDC.

Voluntary Service

1. GJDYC leaders serve on a voluntary basis and are therefore not compensated. Youth Council Leaders also acknowledge and agree that due to resource limitations, expenditure related to travel (mileage, accommodations, and other expenses) will be the responsibility of the Youth Council Leader.

PART D - MEETINGS AND CODE OF CONDUCT

Meetings

1. The GJDYC Executive Board should meet no less than once per quarter for each year of tenure, but additional meetings may be convened as deemed necessary by decision of the Chairperson and notified by the Secretariat.
2. GJDYC Leaders are expected to attend all scheduled meetings. If a Leader is unable, with good reason to attend a meeting, the Chairperson should be notified at the earliest opportunity prior to the meeting.
3. Repeated absences from meetings, without reasonable explanation, will be considered a dereliction of duty.
4. In the absence of the Chairperson, Regional Leaders will vote on who will Chair the meeting.
5. Members are expected to listen and respect the contribution of others.
6. All comments/explanations are addressed through the Chairperson or the leader facilitating the meeting
7. Agendas should be circulated at least three days prior to the commencement of a meeting unless in the instance of an emergency.
8. Meeting reports/minutes should be sent to members via email no more than 1 week after the meeting;
9. Discussion and documentation produced within or by the Council should be held confidential and not disseminated externally without the written permission of the Chairperson of the Executive Board of the GJDYC;

10. The quorum for a meeting will be 75% of the Executive Board.

11. These procedures will apply to Regional and Divisional meetings as appropriate.

General Code of Conduct

1. Every Member must at all times display the following personal and professional characteristics throughout their tenure on the GJDYC:
 - a) Be honest, have personal integrity and a sense of proper values, demonstrate sensitivity to and tolerance of differing views, maintain a friendly disposition with members of the Council /community, adopt a responsive and patient approach to dealing with challenges and consistently demonstrate an overall interest in Jamaica's development;
 - b) Possess the ability to listen, analyse and work well with people individually and in a group setting;
 - c) Possess the ability to prepare for, attend and participate in meetings and facilitate discussions face-to-face and through virtual means;
 - d) Take responsibility for one's action and evaluate oneself and follow through on agreed assignments or tasks in a timely manner; and
 - e) Demonstrate a willingness to acquire skills that would be required for the duties and responsibilities of GJDYC membership, including technological and management skills.

2. Members of the GJDYC must act with integrity, in an ethical and professional manner and promote a positive image of Jamaica and fellow Jamaicans;

3. Members of the GJDYC shall not disclose confidential information to unauthorized parties nor engage in activities that conflict with their obligations to the GJDYC.

PART E – CONFLICT OF INTEREST, TERMINATION AND AMENDMENT

Conflict of Interest

1. A conflict of interest refers to situations in which personal, occupational or financial considerations may affect or appear or have the potential to affect the objectivity or fairness of decisions related to GJDYC duties or responsibilities. A conflict of interest may be real, potential or perceived in nature. A conflict of interest may in essence be real, potential or perceived in nature.
2. GJDYC members should avoid conflicts of interest and must disclose any conflicts or potential conflicts of interest that may arise while serving on the GJDYC.
3. Conflicts of interests are to be declared in writing to the member's respective Regional Youth Leaders and the Regional Youth Leaders declare their conflict of interest to the Executive Board:
 - a) at the time of appointment; or
 - b) immediately where a conflict or potential conflict arises.
4. Members must either recuse themselves from the discussion and/or voting, or put the decision to the GJDYC on whether the member should recuse him/herself from voting.

Termination of GJDYC Leadership

1. A Regional Youth Council Leader may at any time during his/her tenure resign from their position. Such resignation must be addressed to and submitted in writing to the Minister with responsibility for Diaspora Affairs. The resignation will be effective on the date of receipt by the Minister or such date indicated in the letter, whichever is the earlier.

2. A Regional Youth Council Leader has a continuing responsibility to report if there is any change to his/her eligibility criteria as set out in Part C paragraphs 2 (c), (d), or (e). If a Regional Youth Council Leader should fail to report any such ineligibility, it may be grounds for termination of membership to the Council.
3. Should a Regional Youth Council Leader relocate permanently to another location outside of the region to which he or she is elected (or appointed), the Regional Youth Council Leader may be ineligible to remain in the position.
4. Should a Regional Youth Council Leader relocate temporarily to another location outside of the region to which he or she is elected (or appointed), the Regional Youth Council Leader shall disclose in writing to the Ministry with responsibility for Diaspora Affairs for a decision to be taken by the Council.
5. Regional Youth Council Leaders are to advise the Ministry with responsibility for Diaspora Affairs at least 3 months in advance, if known, of their intention to relocate. If the relocation is sudden and unavoidable, Regional Youth Council Leaders should advise the Secretariat without delay. These requirements are required to facilitate the timely arrangement for the appointment of a replacement.
6. The Minister may terminate the appointment of a Regional Youth Council Leader if he/she:
 - a) Breaches the standard of conduct outlined in the Code of Conduct, or in any way brings the GJDYC or the Ministry with responsibility for Diaspora Affairs into disrepute;
 - b) He or she no longer meets the eligibility criteria set out in Paragraph 5 of Part C.

- c) Having been notified in writing by the Minister of the dereliction of duty and breach of duty, fails to regularize or correct such action or inaction within the time stipulated in the notice;
- d) Is unable to discharge his or her duties and responsibilities herein, due to incapacity of any kind;
- e) Behaves repeatedly (i) in a way which disrupts the function of the GJDYC or its meetings and having been notified of same, fails to correct such behaviour or (ii) acts repeatedly beyond the scope or in breach of the duties and responsibilities set out in Part B.

Termination of GJDYC Membership

1. The Executive Board may terminate the appointment of a GJDYC member if he/she:
 - f) Breaches the standard of conduct outlined in the Code of Conduct, or in any way brings the GJDYC or the Ministry with responsibility for Diaspora Affairs into disrepute;
 - g) He or she no longer meets the eligibility criteria set out in Paragraph 5 of Part C.
 - h) Having been notified in writing by the Chairperson of the dereliction of duty and breach of duty, fails to regularize or correct such action or inaction within the time stipulated in the notice;
 - i) Is unable to discharge his or her duties and responsibilities herein, due to incapacity of any kind;
 - j) Behaves repeatedly (i) in a way which disrupts the function of the GJDYC or its meetings and having been notified of same, fails to correct such behaviour or (ii) acts repeatedly beyond the scope or in breach of the duties and responsibilities set out in Part B.

2. Individuals, organisations, affiliates can cancel their membership in writing at any time by notifying the Membership Engagement Committee.

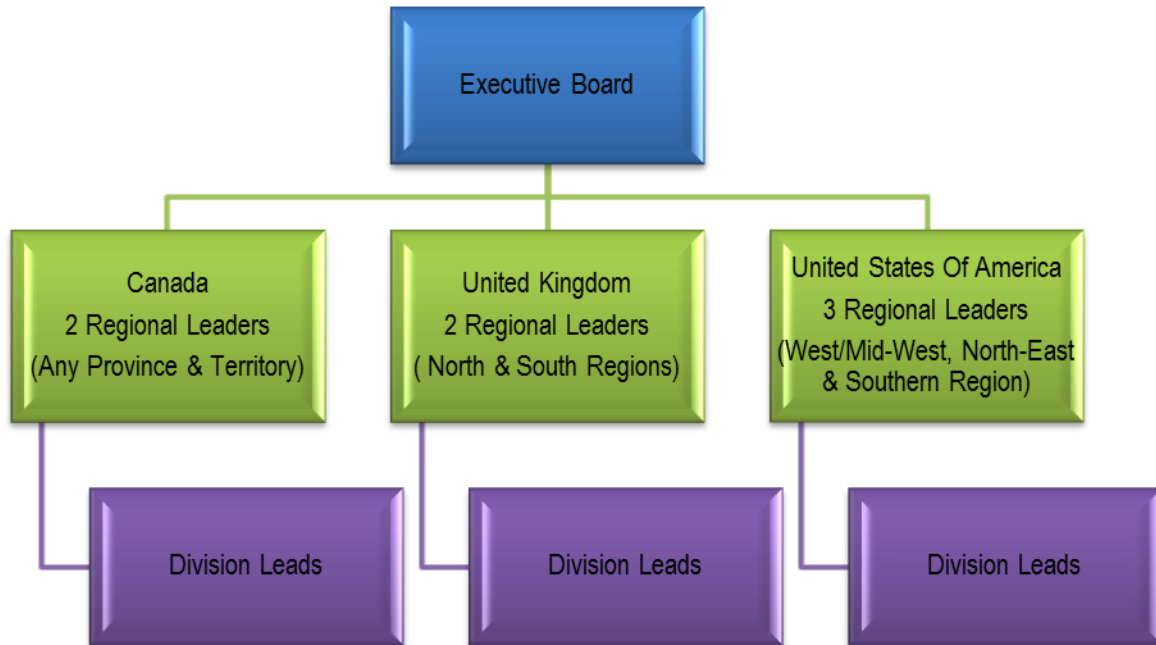
Amendment

These Terms of Reference may be amended, varied or modified in writing after consultation and agreement by decision of no less than two-thirds of the Executive Board.

In the event that such a decision is registered in writing, failure of members of the Executive Board to submit their objection in writing within 7 days of the date of circulation, will be taken as agreement.

APPENDIX 1

Governance Structure of the Global Jamaica Diaspora Youth Council (GJDYC)



- *Executive Board** - 7 Regional Youth Leaders: 2 CANADA, 2 UNITED KINGDOM, 3 UNITED STATES OF AMERICA
- 4 Heads of Youth Organisation: Jamaica National Youth Council, Youth Advisory Council of Jamaica, Youth Ambassadors Programme & Jamaica Union of Tertiary Students
 - 4 Members of the Secretariat: Canada, United Kingdom, United States of America States of America & Staff member of the Diaspora Affairs Department of the Ministry of Foreign Affairs and Foreign Trade

APPENDIX 2

Country Structure

There will be one Council in each major Diaspora country.

UNITED KINGDOM

2 Regional Youth Council Leaders to represent on GJDYC

- The 2 Regional Youth Council Leaders for the UK (North and South regions) will provide oversight of the Division Leads
- Each Region will have a Regional Youth Council Leader
- Regional Youth Council Leaders must reside in the area for which they provide oversight
 - **Region I - North**
 - Division 1 - Northern Ireland
 - Division 2 – Northern England and Scotland
 - Division 3 - East Midlands
 - Division 4 – West Midlands
 - **Region II - South**
 - Division 5 - Wales
 - Division 6 - Eastern England
 - Division 7 - London and South East
 - Division 8 - South West England

CANADA

2 Regional Youth Council Leaders to represent on GJDC

- The 2 Regional Youth Council Leaders for Canada will provide oversight of the Division Leads and reside in any province and territory.
 - Division 1 - Western
 - Division 2 - Central

- Division 3 - Atlantic
- Division 4 - Northern

UNITED STATES OF AMERICA

3 Regional Youth Council Leaders to represent on GJDC

- The 3 Regional Youth Council Leaders for the USA (North-East, West/Mid-West and Southern regions) will serve as the Regional Council Youth Leaders
- The Regional Youth Council Leaders will provide oversight of the Division Leads
- Each Region will have a Regional Youth Council Leader and each Division a Division Lead
- Regional Leaders and Division Leads must reside in one of the states in the region where they provide oversight
 - **Region I – North-East**
 - Division 1 (Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont)
 - Division 2 (New York, New Jersey, Pennsylvania)
 - Division 3 (Delaware, West Virginia, Maryland, District of Columbia, Virginia)
 - **Region II – Mid-West / West**
 - Division 4 (Mid-West: Indiana, Illinois, Michigan, Ohio, Wisconsin)
 - Division 5 (Mid-West: Iowa, Kansas, Minnesota, Missouri, Nebraska, North Dakota, South Dakota)
 - Division 9 (West: Arizona, Colorado, Idaho, New Mexico, Montana, Utah, Nevada, Wyoming)
 - Division 10 (West: Alaska, California, Hawaii, Oregon, Washington)
 - **Region III - Southern**
 - Division 6 (Florida, Georgia, North Carolina, South Carolina)
 - Division 7 (Alabama, Kentucky, Mississippi, Tennessee)
 - Division 8 (Arkansas, Louisiana, Oklahoma, Texas)

***List of countries to be expanded as necessary.**