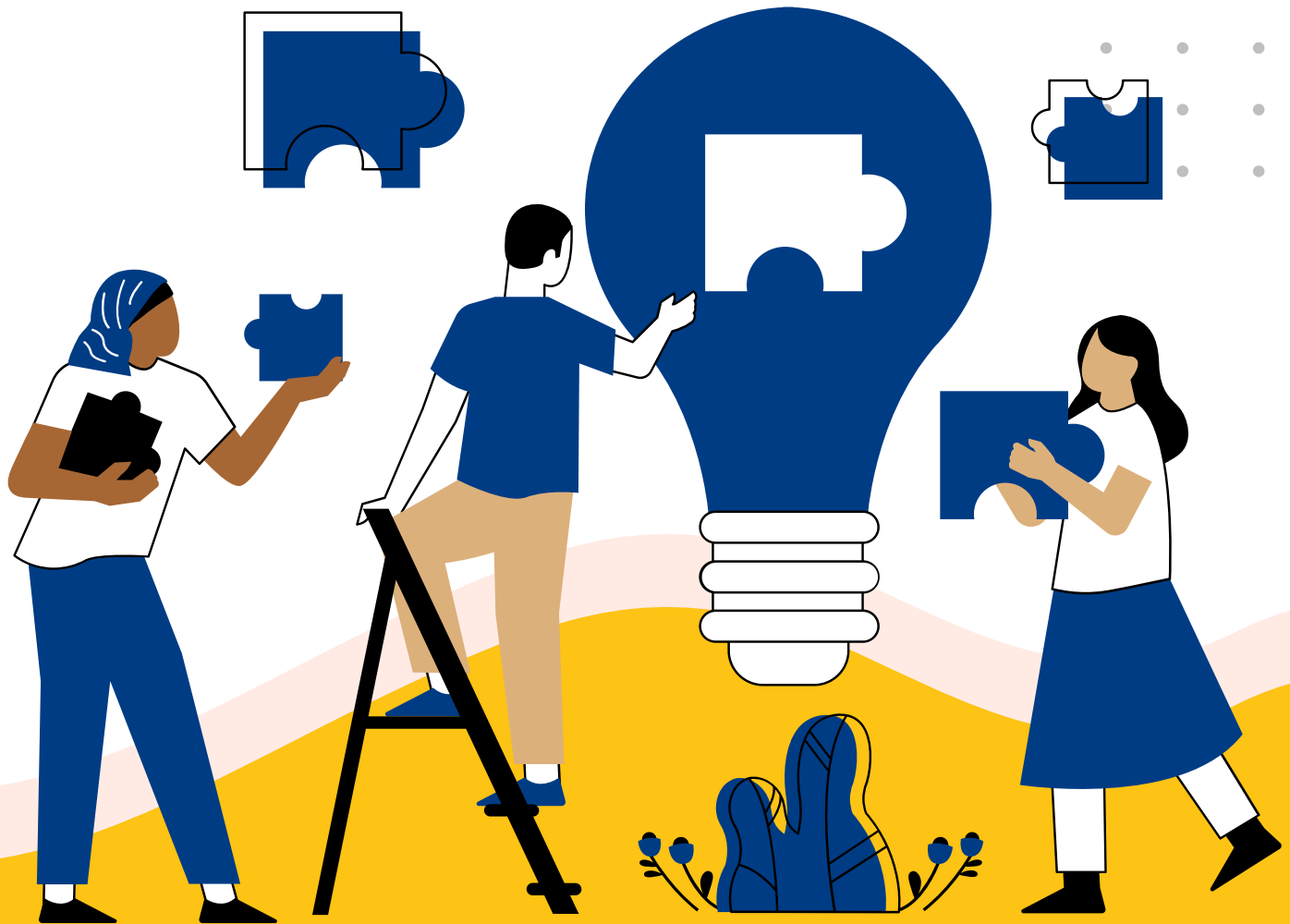




PROGRAM MANUAL





What is Youth MOVE?

(From a national perspective)

Youth MOVE stands for Youth Motivating Others through Voices of Experience. Youth MOVE National is a youth-driven, chapter-based organization dedicated to uniting the voices of youth nationwide. Founded in 2007 and we've grown to more than 60 chapters all around the country. We believe strongly that youth are the leaders of today, not tomorrow; all youth should be equal partners in the process of change; and that youth can motivate others through their voices of experience.

Vision: Youth MOVE National envisions a future in which young people are valued as empowered leaders, advocates, and designers of communities that are built for all youth to thrive.

Mission: Youth MOVE National connects, supports, and develops youth leadership in advocacy to create positive change. We practice authentic youth engagement through youth driven decision making by elevating youth voices of lived experience. We ensure that young people are heard and valued as leaders in the agencies, communities, and systems that impact their lives.





What does Youth MOVE Suncoast do?

(Our Sarasota-Manatee local Youth MOVE chapter)

Youth MOVE Suncoast is a youth-driven Sarasota-Manatee chapter dedicated to improving services and systems that support positive growth and development by uniting youth and young adult voices of those who have lived experience in various systems including mental health, juvenile justice, education, and child welfare. Youth MOVE Suncoast is committed to developing safe spaces for youth and young adults (ages 10-29) in a supportive environment that addresses their needs while engaging in activities and initiatives developed and led by youth and youth adults.

How do we do this?

Host events

Lead groups

Create and coordinate initiatives

Place youth and young adults in leadership positions

Collaborate with community stakeholders

And most importantly... Make the change we wish to see in the community





YOUTH MOVE BYLAWS

Section 1- Inclusiveness and Diversity

All YMS events are free of charge and hosted both virtually and in person. Stipends to be made available to YMS Executive Board members. Ensuring diversity in advertisements and location dispersment. Ensuring accessible meeting locations for YMS events for folks, including access to reasonable accommodations provided prior to the event and information on accommodations available when event is advertised. Ask about accommodations in member application process.

Section 2- Respect

All members are expected to treat each other kindly and fairly. No abuse of power. Take an active role in dismantling power dynamics. No hateful speech or speech that encourages violence. Take full responsibility for respecting yourself, others, and the space. No discrimination of any kind will be tolerated. Take an active role in creating a space in which everyone feels respected.

Section 3- Safety

All members should feel comfortable and safe within Youth Move (no matter the location). Awareness of Warmline and 988 crisis awareness. Have designated safety team at every YMS event. Safety team creates safety plan, accessible by YMS members. No violence (or threats) will be tolerated and will result in immediate action, with potential of expulsion.

Section 4- Sexual Harassment

No tolerance for sexual harassment of any kind. Safety team may take action in education, intervention, and discipline of this case. Members of the safety team who experience sexual harassment may be exempt from this process.

Section 5- Boundaries

Members and Staff should respect each other's time and effort - no communication outside of designated work hours (M-F, 9-6pm; unless for an event outside of these hours). Save questions about particular meetings for those meetings; utilize emails as main source of communication. No sharing personal contact information of others. No staff members may transport other YMS members, including to YMS events. YMS Social media will not follow personal accounts. Keep personal social media separate from YMS social media. We highly encourage all to respect the privacy of YMS members and NAMI staff.

Section 6- Disciplinary Actions

Any youth move members who infringe on the emotional, physical or mental safety of another youth move member(s) will be talked to directly about said behaviors to help modify behaviors and come to a resolution. After being talked to direct, and the behavior persists, the youth member will be subjected to a board vote as to whether they can continue to be a Youth MOVE members and attend events. Immediate removal, without board vote if sexual, physical, verbal harassment.



YOUTH MOVE BOARD GOALS

The purpose of the Elevating Youth Voice Workgroup is to provide an opportunity for youth to create the change they wish to see in their community. We know from the Photovoice data collected in spring of 2023, that youth see the barriers and supports that exist in their community that impact them.

Youth MOVE Suncoast's goal is to create a collaborative community space through the Elevating Youth Voice Workgroup for youth to take action in making the changes they want to see happen in their community while encouraging community stakeholders to work side by side with them throughout the process.

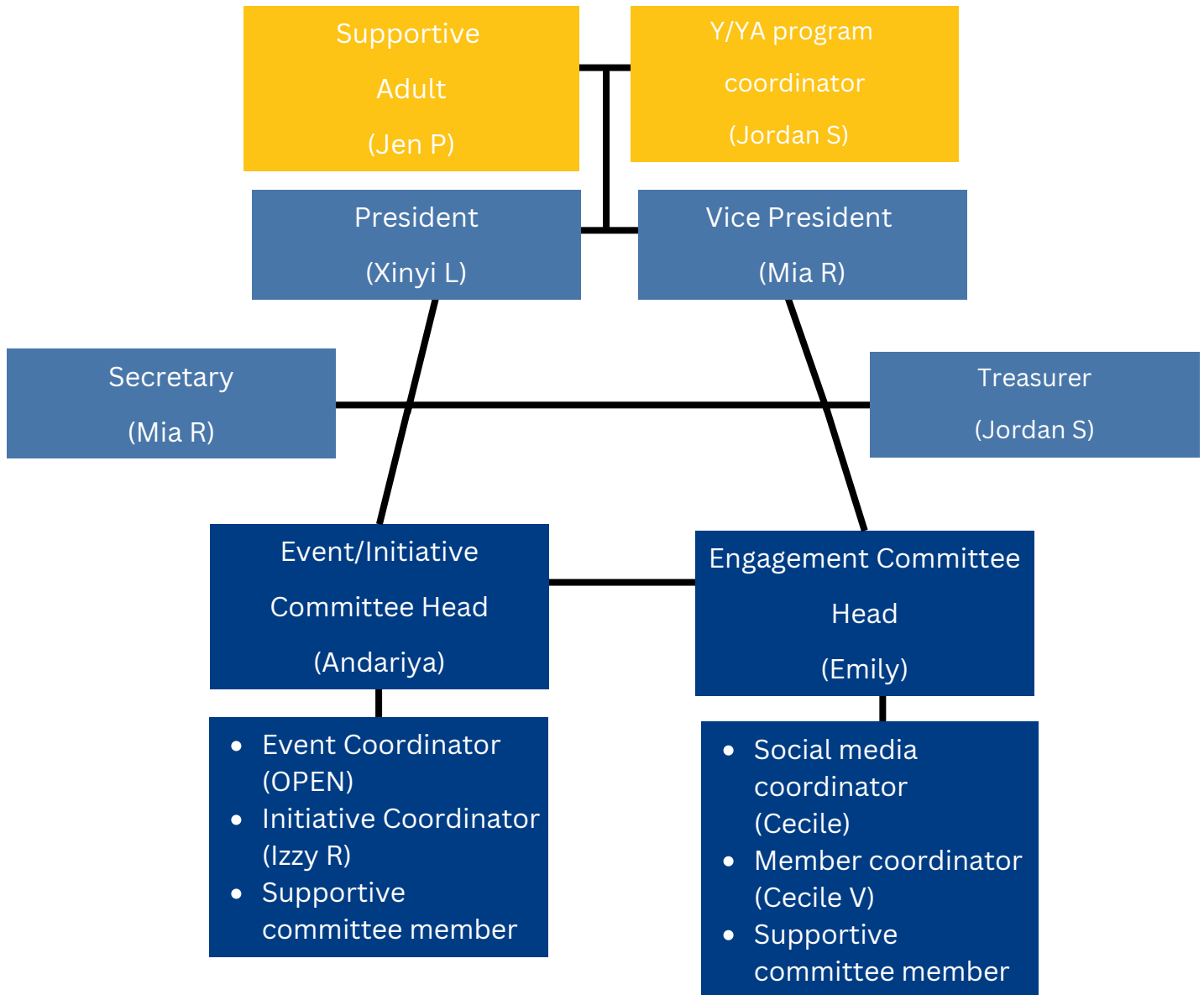
Through the Elevating Youth Voices Workgroup, we identified three 'wishes' that the Youth MOVE Suncoast board will be focusing in on accomplishing for the 24-25 term.

Here are our goals ([link](#))



Big Picture Look at YMS

(Our structure)



NAMI Employees

Board Roles

Committees

Now you may be wondering... What do these employees, board roles, and committees do? We'll tell you on the following pages





Board Roles

President

- The one who oversees Youth MOVE Suncoast from a big picture perspective to ensure things are running smoothly and we are staying true to our goals
 - Leads the monthly board meeting.
 - Daily monitoring of Youth Move Gmail and responding to emails.
 - Communicates with Committee heads about progress.
 - Communicates with the Youth MOVE National coordinator about board, committee and event progress.
 - Communicates with the NAMI about board and committee progress.
 - Attend all chapter chats and meetings needing Youth MOVE Suncoast representation.
 - Assist with transition of positions.
 - Delegates needs to YMS members as needed.
 - Assist in the training of rising board and committee members.
 - Oversees Board and Committee Calendar is getting complete
 - Upload all things important to Youth MOVE files

Vice President

The one who helps the president oversees Youth MOVE Suncoast from a big picture perspective to ensure things are running smoothly and we are staying true to our goals

- Assisting the President in facilitating board meetings.
- Assumes the position of the President if the President is unable to serve and fills in on the President's behalf in their absence.
- Attend all chapter chats and meetings needing Youth MOVE Suncoast representation.
- Assist in the training of rising board members.
- Creates annual report
- Upload all things important to Youth MOVE files

Secretary

The one who helps everyone stay organized during and for meetings

- Takes meeting minutes and emails minutes out after each committee and board meeting.
- Ensure all required documents are collected and stored as needed.
- Call for motions and record votes.
- Schedule all zoom and in person meetings and sends out reminders for meetings.
- Coordinates agenda with board and committee members for all meetings.
- Creates surveys and creative ways to obtain feedback and outcomes
- Records engagement numbers
- Coordinates with committees to give out and receive data
- Collects sign-in sheets and communicates new and existing member participation to Member Coordinator
- Upload all things important to Youth MOVE files

Treasurer

The one who manages all things related to finances

- Prepares and manages the annual budget for the chapter
- Distributes and collects stipend forms from Youth MOVE members.
- Orders materials and food needed for events and stores receipt in Youth MOVE files
- Pursue funding opportunities
- Works with committees to ensure funds for their needs.
- Upload all things important to Youth MOVE files

Supportive Adult and Y/YA Program Coordinator
Oversees and supports Youth MOVE Suncoast



Event and Initiative Committee

Event Committee Head

The one who oversees the committee to ensure everything is getting done and running smoothly

- Leads Event Committee Meeting
- Oversees people and tasks involved in Event Committee
- Reflects on past events and initiative progress to ensure future growth
- Makes sure all calendar, fliers, and Eventbrite links are in the event files and send them to the NAMI Website Manager
- Oversees event and initiatives spreadsheet
- Upload all things important to Youth MOVE files
- Ensure Youth MOVE Suncoast is on track with the strategic plan

Event Coordinator

The one who coordinates all of the events

- Creates and plans Youth MOVE Suncoast events
- Create calendars, fliers, and Eventbrite links for events
- Send list of supplies and estimated cost of events to Treasure
- Works with Secretary to collect data from events
- Coordinates at least two Youth MOVE Suncoast members to lead an event or initiative
- Manages event spreadsheet
- Upload all things important to Youth MOVE files

Initiative Coordinator

The one who coordinates all the initiatives

- Creates and plans Youth MOVE Suncoast initiatives
- Create calendars, fliers, and Eventbrite links for initiatives
- Send list of supplies and estimated cost of initiatives to Treasure
- Works with Secretary to collect data from initiatives
- Manages initiatives spreadsheet
- Upload all things important to Youth MOVE files

Supportive Committee Member

People who are willing and able to help with all committee tasks

- Helps Event Committee with their tasks as needed
- Upload all things important to Youth MOVE files





Engagement Committee

Engagement Committee Head

The one who connects with community stakeholders and oversees the committee to ensure everything is getting done and running smoothly

- Leads Engagement Committee Meeting
- Oversees people and tasks involved in Engagement Committee
- Creates and sustains close connections with community stakeholders and organizations
- Makes and sends out Youth MOVE Suncoast monthly newsletter that includes the calendar, event fliers, and Eventbrite links to community organizations and stakeholders and records this on event spreadsheet
- Invites community stakeholders and organizations to events and initiatives
- Reflects on past outreach progress to ensure future growth
- Works with Secretary to collect data from community organizations and stakeholders
- Manages Community Stakeholder spreadsheet
- Upload all things important to Youth MOVE files
- Ensure Youth MOVE Suncoast is on track with the strategic plan

Social Media Coordinator

The one who manages Youth MOVE Suncoast social media platforms

- Creates social media plan
- Post different content on Youth MOVE Suncoast social media platforms at least twice a week
- Post all Youth MOVE Suncoast events on Youth MOVE Suncoast social media platforms
- Create ways to get more followers
- Connect with people who reach out to us via Youth MOVE Suncoast social media platforms
- Upload all things important to Youth MOVE files

Member Coordinator

The one who connects and engages with new and existing members

- Creates and sustains close connections with members
- Makes and sends out Youth MOVE Suncoast monthly newsletter that includes the calendar, event fliers, and Eventbrite links to members and records this on event spreadsheet
- Invites members to events and initiatives participation
- Reflects on past member outreach progress to ensure future growth
- Works with Secretary to collect data from members
- Upload all things important to Youth MOVE files
- Manages Member spreadsheet

Supportive Committee Member

People who are willing and able to help with all committee tasks

- Helps Engagement Committee with their tasks as needed
- Upload all things important to Youth MOVE files



YOUTH MOVE BOARD COMMITTEE CALENDAR

Use Google Calendar Link [Here](#) for updated one

JUNE

/ 2024

	TO DO THIS WEEK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
COLOR KEY Pres/Vice Pres Secretary Treasure Event Committee Outreach Committee	Check YMS gmail Social Media post						1
	Check YMS gmail Social Media post	3 Election Day! @ 4pm (YMS Monthly Event)	4	5	6	7	8
	Check YMS gmail Social Media post Put in order for next month's event	10 Training agenda due	11 Training Day 1 @ 4pm	12 Send out training notes	13	14 Send calendar, flyers, Eventable link, and orders to team and NAMI for next month event Find two people to facilitate next month's event	15
	Check YMS gmail Social Media post	17 Training agenda due	18 Training Day 2 @ 4pm Chapter Chat @ 6pm	19 Send out training notes	20	21 Send out Eventable link and Newsletter to the community stakeholders and members for next month	22
	Check YMS gmail Social Media post Balance Budget Send stipend form for payment	24 Training agenda due	25 Training Day 3 @ 4pm	26 Send out training notes	27	28	29
		30					

JULY

/ 2024

	TO DO THIS WEEK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
COLOR KEY Pres/Vice Pres Secretary Treasure Event Committee Outreach Committee	Check YMS gmail Social Media post	1 Board agenda due	2 Board Meeting @ 4pm	3 Send out board notes	4	5	6
	Check YMS gmail Social Media post	8 Committee agenda due	9 Event Committee Meeting @ 4pm	10 Send out committee notes	11	12 Send calendar, flyers, Eventable link, and orders to team and NAMI for next month event Find two people to facilitate next month's event	13
	Check YMS gmail Social Media post Put in order for next month's event	15 Committee agenda due	16 Engagement Committee Meeting @ 4pm Chapter Chat @ 6pm	17 Send out committee notes	18	19 Send out Eventable link and Newsletter to the community stakeholders and members for next month	20
	Check YMS gmail Social Media post	22 Send out reminder for this month's event Check in with facilitators and confirm any last minute event needs	23	24 Reminder to give our surveys	25 Meet our YMS team @ 6-7:30 (YMS Monthly Event)	26 Collect event surveys, numbers and sign in sheet	27
	Check YMS gmail Social Media post Balance Budget Send stipend form for payment	29	30	31			

AUGUST

/ 2024

	TO DO THIS WEEK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
COLOR KEY Pres/Vice Pres Secretary Treasure Event Committee Outreach Committee	Check YMS gmail Social Media post				1	2	3
	Check YMS gmail Social Media post	5 Board agenda due	6 Board Meeting @ 4pm	7 Send out board notes	8	9	10
	Check YMS gmail Social Media post	12 Committee agenda due	13 Event Committee Meeting @ 4pm	14 Send out committee notes	15	16 Send calendar, flyers, Eventable link, and orders to team and NAMI for next month event Find two people to facilitate next month's event	17
	Check YMS gmail Social Media post Put in order for next month's event	19 Committee agenda due Check in with facilitators and confirm any last minute event needs Send out reminder for this month's event	20 Engagement Committee Meeting @ 4pm Chapter Chat @ 6pm	21 Send out committee notes Reminder to give our surveys	22 1 @ 6-7:30 (YMS Monthly Event)	23 Send out Eventable link and Newsletter to the community stakeholders and members for next month Collect event surveys, numbers and sign in sheet	24
	Check YMS gmail Social Media post Balance Budget Send stipend form for payment	26	27	28	29	30	31



Training Schedule

Learning Month

- Week 1- Training 1
 - Ice breaker
 - Strategic plan and Bylaws
 - Board and Committee Calendar
 - Roles and tools
 - Training Manual
- Week 2- Training 2
 - Ice breaker
 - Event voting and planning (event spreadsheet)
 - Manual Check-in progress
- Week 3- Training 3
 - Ice breaker
 - Manual Check-in progress
 - August plan
 - Jeopardy
 - Next steps

Trial Month

- Week 1- Board Meeting and check-in with team
- Week 2- Event committee Meeting and check-in with team
- Week 3- Outreach Committee Meeting and check-in with team
- Week 4- YMS monthly event

Making It Happen (the usual routine)

- Week 1- Board Meeting
- Week 2- Event Committee Meeting
- Week 3- Outreach Committee Meeting
- Week 4- YMS monthly event



President and Vice President Training Bingo

Schedule a meeting with the past pres/vice pres and ask them questions and what tips they have for you	Run through the board meeting agenda and ask the Y/YA program coordinator any questions you may have	Look through all the Youth MOVE files	Read over the YMS bylaws and reflect on if they should be revised	Read over the YMS strategic plan and reflect on if they should be revised
Look through the 24-25 board and committee calendar and chapter chat schedule in your calendar	Email Youth MOVE National and introduce yourself as the new pres/vice pres of Youth MOVE Suncoast (make sure they know if they need anything they can come to you)	Check-in with a committee head and see if their committee needs anything	Look through the Training Materials Folder and let the Y/YA program coordinator if you have any questions	Email NAMI ED and Assistant introduce yourself as the new pres/vice pres of Youth MOVE Suncoast
Log into the Youth MOVE Gmail and reply to any needed emails	Email YANA head and introduce yourself as the new pres/vice pres of Youth MOVE Suncoast	Free Space! Give yourself a pat on the back that you made it here!	Email Family Nav head and youth peer specialist and introduce yourself as the new pres/vice pres of Youth MOVE Suncoast	Email Lean On Me head and introduce yourself as the new pres/vice pres of Youth MOVE Suncoast
Brainstorm some organizations you have relationships with that are not on the community stakeholder spreadsheet and have them added	Invite a friend to become a member and to come to an event	Identify your work-life boundaries and how you can uphold them at YMS	Identify some self care skills you like to do when you need take care of yourself	Find a way to get to know the engagement committee more
Find a way to get to know the event and initiative committee more	Identify your values and how you can uphold them at YMS	Get to know the NAMI website	Find a way to get to know the treasure more	Find a way to get to know the secretary more

Turn this in once you are done



Secretary Training Bingo

Schedule a meeting with the past secretary and data coordinator and ask them questions and what tips they have for you	Run through the board meeting agenda and ask the Y/YA program coordinator any questions you may have	Look through all the Youth MOVE files	Read over the YMS bylaws and reflect on if they should be revised	Read over the YMS strategic plan and reflect on if they should be revised
Look through the 24-25 board and committee calendar schedule in your calendar	Run through the committees meeting agendas and ask the Y/YA program coordinator any questions you may have	Locate the sign-in sheet folder	Practice taking meeting minutes during a training day and email minutes out after a training day	Schedule and send out all zoom meetings for the year based off of 24-25 board and committee calendar
Look through YMS surveys and revamp questions	Make a fun survey for the YMS team and send out it. Record data in next board meeting agenda.	Free Space! Give yourself a pat on the back that you made it here!	Locate the event spreadsheet and where you record event numbers	Find a way to get to know the vice president more
Brainstorm some organizations you have relationships with that are not on the community stakeholder spreadsheet and have them added	Invite a friend to become a member and to come to an event	Identify your work-life boundaries and how you can uphold them at YMS	Identify some self care skills you like to do when you need take care of yourself	Find a way to get to know the engagement committee more
Find a way to get to know the event and initiative committee more	Identify your values and how you can uphold them at YMS	Get to know the NAMI website	Find a way to get to know the treasure more	Find a way to get to know the president more

Turn this in once you are done





Treasure Training Bingo

Schedule a meeting with the past treasure and ask them questions and what tips they have for you	Run through the board meeting agenda and ask the Y/YA program coordinator any questions you may have	Look through all the Youth MOVE files	Read over the YMS bylaws and reflect on if they should be revised	Read over the YMS strategic plan and reflect on if they should be revised
Look through the 24-25 board and committee calendar schedule in your calendar	Locate the budget and make any notations of spending in the appropriate area	Practice sending an order to the Y/YA program coordinator for order approval	Locate the stipend forms, practice filling them out and send them to the Y/YA coordinator	Brainstorm and research funding ideas and communicate this to Y/YA program coordinator
Reach out to event and initiative committee and let them know all orders should go to you	Reach out to engagement committee and let them know all big print orders should go to you	Free Space! Give yourself a pat on the back that you made it here!	Practice balancing the budget	Find a way to get to know the vice president more
Brainstorm some organizations you have relationships with that are not on the community stakeholder spreadsheet and have them added	Invite a friend to become a member and to come to an event	Identify your work-life boundaries and how you can uphold them at YMS	Identify some self care skills you like to do when you need take care of yourself	Find a way to get to know the engagement committee more
Find a way to get to know the event and initiative committee more	Identify your values and how you can uphold them at YMS	Get to know the NAMI website	Find a way to get to know the secretary more	Find a way to get to know the president more

Turn this in once you are done





Event and Initiative Committee Training Bingo

Color Key

Event Committee Head | Event Coordinator and Initiative Coordinator

Initiative Coordinator | Everyone

Schedule a meeting with the past event committee and ask them questions and what tips they have for you	Run through the board and committee meeting agenda and ask the Y/YA program coordinator any questions you may have	Look through all the Youth MOVE files	Create a plan for how to push out and make initiatives happen	Read over the YMS strategic plan and reflect on if they should be revised
Look through the 24-25 board and committee calendar schedule in your calendar	Identify two people who can lead the August event	Create the August calendar	Create the August Event and Initiative Flyer(s)	Send list of supplies and estimated cost of August event to Treasure
Work with Secretary to collect data August events and initiatives	Update event spread with event info	Free Space! Give yourself a pat on the back that you made it here!	Update Initiative spread with initiative info	Find a way to get to know the vice president more
Brainstorm some organizations you have relationships with that are not on the community stakeholder spreadsheet and have them added	Invite a friend to become a member and to come to an event	Identify your work-life boundaries and how you can uphold them at YMS	Identify some self care skills you like to do when you need take care of yourself	Find a way to get to know the engagement committee more
Find a way to get to know your team more	Identify your values and how you can uphold them at YMS	Get to know the NAMI website	Find a way to get to know the treasure more	Find a way to get to know the president more

Turn this in once you are done



Engagement Committee Training Bingo

Color Key

Engagement Committee Head and Member Coordinator | Social Media Coordinator | Everyone

Schedule a meeting with the past event committee and ask them questions and what tips they have for you	Run through the board and committee meeting agenda and ask the Y/YA program coordinator any questions you may have	Look through all the Youth MOVE files	Reach out to everyone Community Stakeholder and member spreadsheet by introduce yourself and explain what they can expect from you at YMS	Read over the YMS strategic plan and reflect on if they should be revised
Look through the 24-25 board and committee calendar schedule in your calendar	Creates a plan that will help you build close connections with community stakeholders and organizations and YMS members	Create the August monthly newsletter that includes the calendar, event fliers, and Eventbrite and send out to everyone Community Stakeholder spreadsheet and YMS members	Creates social media posting plan for August	Log into all YMS social media and post something
Work with Secretary to collect data from community stakeholders, organizations and YMS members	Post the August event on YMS social media platforms	Free Space! Give yourself a pat on the back that you made it here!	Creates social media plan to get more followers	Find a way to get to know the vice president more
Brainstorm some organizations you have relationships with that are not on the community stakeholder spreadsheet and have them added	Invite a friend to become a member and to come to an event	Identify your work-life boundaries and how you can uphold them at YMS	Identify some self care skills you like to do when you need take care of yourself	Find a way to get to know the event and initiative committee more
Find a way to get to know your team more	Identify your values and how you can uphold them at YMS	Get to know the NAMI website	Find a way to get to know the treasure more	Find a way to get to know the president more

Turn this in once you are done