**Individual Member**

**Be suited to those who:**

* Work or volunteer in an organisation that contributes to the positive development of young people AND
* Are able to commit to practicing under the Code of Ethics for Youth Work in Aotearoa New Zealand AND be externally accountable for this

*Examples* – youth workers, youth coaches, youth work team leaders, youth work managers, youth programme coordinators, youth council coordinators, volunteer youth leaders, holiday programme volunteers

**Accountability:**

* Externally accountable to the Code of Ethics for Youth Work in Aotearoa New Zealand via the CYWC Complaints Process
  + A complaint against the member can be made by any person in respect of a breach of the COE

**Application Process:**

1. Worker attends a Code of Ethics Noho\*
2. Worker signs contract/application form
3. Interview is scheduled by CYWC Coordinator
4. Recommendation for Membership is made to the CYWC Board\*\*
5. Signed Membership Contract and Membership Card is returned to member

\*Exemptions from attending a COE Noho may be made if sufficient COE training has been deemed to have taken place, but CYWC strongly recommends all those working with young people attend at COE Noho

\*\*If Membership is not confirmed by the CYWC Board, the CYWC Coordinator or a relevant CYWC Board Member will work with the applicant on any areas of priority identified in order that membership can be granted.

**Organisation/Team Membership**

**Be suited to:**

* An organisation as a whole that works primarily with young people OR a team that primarily with young people that is part of an organisation whose work is more broad, AND
* The organisation/team commits to the positive development of young people AND
* The organisation/team supports paid and unpaid staff to practice under the Code of Ethics for Youth Work in Aotearoa New Zealand AND be externally accountable for this, AND
* The organisation/team supports staff to access training, professional and personal development, supervision and networking needs for their role

*Examples* – youth trusts, youth organisations, youth development teams within larger social services

**Accountability:**

* Organisation/team is externally accountable to the Code of Ethics for Youth Work in Aotearoa New Zealand via the CYWC Complaints Process
  + A complaint against the member can be made by any person in respect of a breach of the COE

**Application Process:**

1. Organisation/team fills out application form
2. Interview is scheduled by CYWC Coordinator. Interview requires presence of Youth Manager and Board Chair.
3. Recommendation for Membership is made to the CYWC Board\*\*
4. Organisation/Team Membership Certificate is presented to team by Coordinator at relevant staff meeting

\*\*If Membership is not confirmed by the CYWC Board, the CYWC Coordinator or a relevant CYWC Board Member will work with the organisaton/team on any areas of priority identified in order that membership can be granted.

**Collaborative Partners**

**Best suited to:**

* Organisations or paid individuals that, directly or indirectly, conitrbute to the positive development of young people AND
* Support the priority of building the capacity and capability of the youth development sector AND
* Support positive youth development AND
* Commit to upholding the mana of the Code of Ethics for Youth Work in Aotearoa New Zealand

*Examples* – philanthropic trusts, training providers, social services,

**Accountability:**

* Organisation/Individual commits to the values of Code of Ethics for Youth Work in Aotearoa New Zealand but is not externally accountable to it
* If concerns are raised with CYWC about a Collaborative Partner, CYWC will raise this with the parter and offer support to improve practice.

**Application Process:**

1. Organisation/individual fills out application form
2. Interview is scheduled by CYWC Coordinator
3. Recommendation for Membership is made to the CYWC Board\*\*
4. Collaborative Partner Certificate is presented to the individual or organisation

\*\*If Membership is not confirmed by the CYWC Board, the CYWC Coordinator or a relevant CYWC Board Member will work with the organisaton/team on any areas of priority identified in order that membership can be granted.

**Application Process Comparison**

|  |  |  |  |
| --- | --- | --- | --- |
| **Step** | **Individual** | **Organisation/Team** | **Collaborative Partner** |
| **Code of Ethics Noho** | Required. Students and some volunteers may be exempt depending on level of training completed | Required for all paid staff who work with young people once organization/team is a member | Recommended for all paid staff who work with young people |
| **Application Form** | Required | Required | Required |
| **Interview** | Required.  CYWC: Coordinator plus 1 or more from Membership Committee  Applicant: Individual applicant plus any support people | Required  CYWC: Coordinator/Manager plus 1 or more from Membership Committee  Applicant: Youth Team Manager/Leader plus Chair of Board (or equivalent) | Required  CYWC: Coordinator/Manager plus 1 or more from Membership Committee  Applicant: To be determined between CYWC Staff and applicant |
| **Recommendation to CYWC Board** | Made by Membership Committee | Made by Membership Committee | Made by Membership Committee |
| **Acceptance** | 1 on 1 with staff member to complete | Presentation of Membership Certificate to by CYWC staff to Member Staff Meeting | Presentation of Membership Certificate in appropriate manner. |
| **Not accepted** | CYWC Staff will meet with applicant to discuss and create a plan to achieve membership if still sought | CYWC Staff or Board Member will meet with applicant to discuss and create a plan to achieve membership if still sought | CYWC Staff will meet with applicant to discuss and create a plan to achieve membership if still sought |
| **Renewal** | Update information when move roles  Annual information update  Membership Review every three years.  Code of Ethics refresh every six years. | Annual information update  Membership Review every five years | Annual information update  Membership Review every five years |

**Complaints Process Comparison**

|  |  |  |  |
| --- | --- | --- | --- |
| **Complaint received by Complaints Officer**   * Must be in writing once official * Officer will walk person making complaint through the process | | | |
| **Complaints Officer Must**   1. Notify the Member of the Complaint and what the process is 2. Notify the Chair of CYWC a complaint has been laid 3. Gather and diessminate all necesary information to and from both parties.   CYWC Chair calls together the Ethics Committee  Member has 28 days to respond. After 28 days Complaints Officer will attempt contact. | | | |
| **Complaints Committee Meets**  Either party may present verbally to the committee  Complaints Committee will consider the complaint, prepare a report and make a finding (below) | | | |
| **No Breach** | **Unprofessional Practice** | **Misconduct** | **Serious Breach** |
| Complaint dismissed | Committee will make appropriate recommendations  Either party can appeal within 14 days if they are unsatisfied | Committee will make appropriate recommendations, may give a formal warning | If a serious breach, complaint escalates to Judicial Hearing |
| **Judicial Hearing**  Judicial Committee formed with at least 3 members of Complaints Committee.  Reexamine case. Will prepare a report | | | |
| **No Breach**  Complaint dismissed | **Unprofessional Practice**  Committee will make appropriate recommendations | **Misconduct**  Committee will make appropriate recommendations, may give a formal warning | **Serious breach**  May issue expulsion under Clause 8(b)(i) of the Constitution. |
|  | | | Either party can appeal within 14 days if they are unsatisfied |