

**Youth Jury Roles<sup>1</sup>**  
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<sup>1</sup> See Carson et al (2003 forthcoming); these roles are derived from their original work and a considerable amount of their work has been reproduced with permission.

## Chair

An Independent Chair manages the expert presentations and discussion sessions. The Chair is responsible for timekeeping and ensuring the presenters stay focused on the key issues, as defined by the jury. The chair is ultimately responsible to the jury and the project manager. Interaction with the jury is via the facilitator. Often the role of chair is combined with the role of the facilitator.

### The Role of the Chair before the Youth Jury

- Offer personal suggestions to the proposed agenda developed by the project manager/team – especially in regards to time structures of group discussions and questioning of expert witnesses.
- Discuss the agenda with facilitators and raise any concerns of the agenda that appear to inhibit the tasks of the facilitators and chair during the process.
- Assist the facilitators and jurors in strategic questioning exercises.
- Ensure that all jurors are confident in the running of the process and assist in resolving problems or concerns they might have with the process and the proposed agenda by addressing their concerns with the project manager/team.
- Participate in media activities promoting the jury.

### The Role of the Chair during the Youth Jury

- Welcome all jurors to the beginning of each jury session and give a brief overview of how the process is to work (this will also have been discussed in more detail during the pre-jury meetings).
- Maintain fairness and balance throughout the presentation and discussion sessions.
- Ensure that each presenter stays within their allotted time in the interests of fairness to the other presenters, and allow sufficient time for discussion and debate.
- Focus the attention of the expert presenters on the key questions throughout the process.
- Help the jury feel at ease when questioning the presenters. Ask each juror to introduce him or herself first before asking the question. This may help break the tension and allow jurors to articulate their questions well.
- Manage the interaction between the presenters and jury during the discussion sessions.
- Respond to any requests from the jury regarding the process.
- Liaise closely with the project manager and facilitator throughout the process.

### The Role of the Chair after the Youth Jury

- Participate in the evaluation of the process, including discussions with facilitators about the course of the process culminating in a document outlining the positives and negatives of the process as well as recommendations for improving the process. This report will be passed onto the evaluators.
- Be available for consultation to discuss their experiences of the process with the evaluators.
- Participate in media activities promoting the jury.

## Jurors

- Objective is to gain an insight into cultural issues and learn the value of their opinions through vibrant discussion and the production of a report on the issues.
- Actually turn up to the youth jury and events before, and on time as well.
- Listen to others in discussion and contribute to discussion.
- More?

## Facilitators

The purpose of facilitators is to support the participants through the Youth Jury process and manage the group dynamics. The facilitators are responsible for enabling the Youth Jurors to perform effectively and efficiently.

There should be several facilitators, depending upon the final number of participants. Small groups may run optimally with 6-8 members. This means recruiting up to 4 facilitators for the whole Youth Jury<sup>2</sup>.

The tasks of the facilitators in the leadup to the Youth Jury include:

- Form effective relationships with the participants, and ensure involvement and interaction between all participants.
- Lead the activities on the preparatory days, including discussing the issues and formulating the charge; and improving participants' skills in deliberation and questioning. This could enable the formation of the same small groups which will be used during the Youth Jury.
- Ensure participants appreciate the nature of their role, and are empowered to suggest consensual modifications of their role that would make them more comfortable with the process (such modifications could only occur at an early stage).
- Actively engage participants to assume shared ownership of the Youth Jury process, and facilitate their consensual contributions to decisions about the structure of the process.
- Liaise with the project manager and steering committee, and ensure that participants' decisions regarding their role and the process are taken into consideration.

The tasks of the facilitators during the Youth Jury include:

- Ensure the small groups work productively and collaboratively, with effective and equivalent input by all members.
- Facilitate the constructive resolution of disagreements and conflicts amongst participants.
- Focus participants' attention on key questions and tasks throughout the process.
- Facilitate information flows between small groups and other small groups, the large group, expert witnesses, and the project team.
- Work as a team to facilitate processes that require all participants to deliberate in a large group.
- Facilitate production of the Jury's Report, by coordinating deliberative processes both in small groups and the large group, and ensuring that every statement in the report is endorsed by all the participants (unless explicitly stated otherwise).
- Ensure that the Youth Jury achieves set tasks to schedule, including production of the Jury's Report.
- Liaise with chair and project manager throughout the process.

The tasks of the facilitators after the Youth Jury include:

- Liaison with evaluators to provide critical feedback on the process from the facilitators' perspective (as well as any input from participants that may not be captured in the post-event survey).

### **Researchers**

- The objective of the researchers is to ensure the participants are given quality information and fully informed on the issues for discussion. This will then prompt and facilitate discussion, and lead to better outcomes of the youth jury.
- Researchers will have to take their direction of research from the jurors and stakeholders. This will require information on the concerns or pertinent issues of jurors and stakeholders to be taken from a survey or poll.
- Information relating to these concerns or issues will then be compiled by the researchers and presented to the jurors in the briefing documents. However the need to ensure jurors absorb the information might require information to be presented in more innovative forms.
- Most importantly the researchers will have to ensure that the information is relevant, of a high quality, unbiased and diverse. But most of all the information must be accessible to 16/17 year olds.
- The researchers may also assist with the various surveys and guest speaker/expert witness preparation.

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<sup>2</sup> This number of facilitators may be unworkable during the Youth Jury itself, but helpful during the lead-up events.

## **Project Manager**

- The objective of the project manager is to ensure the jury is running smoothly. This will involve liaison with all other team members, jurors and stakeholders.
- The project manager can oversee and even mediate any problems or disputes that arise on the day.
- The project manager must also ensure all team members are aware of their roles and responsibilities. Then they must ensure all team members work towards their objectives and keep the jury on course to achieve its objectives. The concerns of stakeholders and jurors will be important in determining the objectives of the jury, so the project manager must also be fully informed of these, and actively querying the jurors and stakeholders during the jury.
- The project manager role is mainly one of observation – evaluation – reaction; all quickly to ensure any mistakes or problems that arise are dealt with quickly and effectively.

## **Evaluators**

### The tasks of the evaluators before the Youth Jury include:

- Observe the proceedings leading up to the Youth Jury.
- Observe the various lead-up activities and note their characteristics.
- Observe the extent to which participants express their ownership of the process by providing input regarding their roles and the structure of the process.

### The tasks of the evaluators during the Youth Jury include:

- Observe the proceedings of the Youth Jury, including the way in which the various roles are carried out.

### The tasks of the evaluators after the Youth Jury include:

- Assess the effectiveness of the various lead-up activities, by the extent to which participants later demonstrate those skills.
- Assess the extent to which input by participants regarding their roles and the structure of the process, is reflected in the actual event.
- Assess the extent to which various roles and tasks defined in this document were carried out effectively and efficiently.
- Provide considered and unbiased speculation about what factors hindered or assisted the achievement of the above outcomes.

## **Guest Speaker Liaison**

- The objective for the guest speaker liaison is to ensure guest speakers are fully equipped to deal with the process of the youth jury and inform the jurors.
- This will require giving information to the guest speakers on process, issues and what is expected of them. It is also important that they gain information and even skills on how to best make their points comprehensible to the jurors.
- Also guest speakers liaisons will have to organise times at which guest speakers will be required, and can participate.
- Lastly guest speakers will also need to be informed of the outcomes of the jury along with all other stakeholders, and perhaps the same person could keep personal contact with them.

## **Media Liaison Coordinator**

### The tasks of the Media Liaison Coordinator before the Youth Jury include:

- Involvement in all of the media related tasks of the SMAC team.
- Formation of effective relationships with individuals in the media.
- Field any inquiries from the media and carry out interviews.

The tasks of the Media Liaison Coordinator during the Youth Jury include:

- Drafting daily press releases on the progress of the Youth Jury.
- Field any inquiries from the media and carry out interviews.
- Coordinate contact between the media and the participants (if permitted).
- Organise the final press conference.

The tasks of the Media Liaison Coordinator after the Youth Jury include:

- Draft a feature article on the Youth Jury.
- Field any inquiries from the media and carry out interviews.
- Coordinate contact between the media and the participants (if permitted).

### **Catering Coordinator**

The tasks of the Catering Coordinator before the Youth Jury include:

- Organise catering for the preparatory days.
- Obtain input from participants regarding catering for the Youth Jury, including vegetarian options etc.

The tasks of the Catering Coordinator before the Youth Jury include:

- Organise catering during the Youth Jury event (breakfast, lunch, dinner, refreshments, drinks etc).

The tasks of the Catering Coordinator before the Youth Jury include:

- Organise the final dinner event.

### **Entertainment Coordinator**

- The entertainment coordinator's objective is to ensure that the jurors are kept motivated and interested in the youth jury. This will involve organising activities during the lead up to the jury and during breaks in the deliberation to keep the jurors attentive. Activities will also be required to facilitate the formation of a positive group dynamic among the jurors.
- Activities will have to be effective, yet bounded by time and cost. Also they should stay relevant to the jury and not become distractions from deliberation.

### **Venue Coordinator/Team**

The Venue Coordinator/Team is primarily responsible for the organising and selection of the venue. They are to ensure that the venue is accessible to all jury members and personnel associated with the Youth Jury. The Venue Coordinator/Team has to ensure that all members of the project team are aware of and adhere to the rules and regulations for using the venue as outlined in the contract with the venue proprietors.

The Role of the Venue Coordinator/Team before the Youth Jury

- Liaise with the Chair and Facilitators to ensure that the atmosphere and dynamics of the venue is conducive to young people to relaxing and engaging in discussions.
- Liaise with the Media Liaison and Reporting to ensure that the venue appeals to youth and media coverage and any media coverage of the venue is not in breach of contract with the venue proprietors.
- Liaise with the Transport Coordinator to ensure that the venue is within easy reach of public transport.
- Liaise with the Technical Assistant to ensure that the venue is suitable for meeting all technical needs of the Youth Jury.
- Liaise with the Catering Coordinator to ensure that the venue meets the caterers' requirements— e.g. refrigerators.
- Consult with the project team to ensure that all members are comfortable with the selection of the venue.

- Negotiate contract and book venue.
- Brief all project members of the rules and regulations they have must adhere to whilst using the venue.

#### The Role of the Venue Coordinator/Team during the Youth Jury

- Regular check-ups with the Chair and Facilitators, Technical Assistant and Catering Coordinator to ensure that the venue is meeting all their needs and to make a report of problems that is due to the fault of the venue's structures.
- Ensure that all project members are adhering to the rules and regulations as outlined in the contract.

#### The Role of the Venue Coordinator/Team after the Youth Jury

- Consult the Transport Coordinator to determine how simple or difficult it was for jurors to get to and from the venue.
- Consult the Facilitators and Chair to determine how the venue contributed to relaxing and encouraging the jurors to engage in discussion.
- Ensure that those project members who have used the venue for fulfilling their duties, such as the Technical Assistant leave the venue by the specified time as outlined in the contract.
- Contact the venue proprietors when the project team has finished with the venue.

### **Transport Coordinator**

- The transport coordinator's objective is to ensure all jurors has safe transport to and from the venue. As we are dealing with minors their safety and welfare is paramount in the running of the jury.
- The must also ensure jurors are able to arrive on time, and attempt to minimise travel times to and from the venue.
- Another responsibility is reimburse jurors for their travel expenses (so they can use a taxi if they need to). Alternatively this could be done as a transport allowance given to jurors before hand, although either way the transport coordinator will have to ensure jurors can get to the venue safely and on time.
- Also import is the transport of team members, any stakeholders and guest speakers. The transport coordinator will be required to organise transport to the venue if it is required, or at least coordinate our efforts and see if anyone needs a lift from someone else.

### **Administration Coordinator**

The Administration Coordinator's role is to oversee the progress of the project's budget expenditure. The Admin. Coordinator will need to consider items such as recruitment costs; payment for jurors (covering their out of pocket expenses and a small fee for their time), chair, facilitator and evaluator; event organisation costs such as venue, catering and travel; publicity, staff costs for the project managers and printing and distribution costs. The Admin. Coordinator is also required to keep the funding organisation/s (DIMIA) regularly updated with the budget expenditures.

#### The Role of the Administration Coordinator before the Youth Jury

- Liaise with the Media Liaison and Reporting, Venue Coordinator, Technical Assistant, Catering Coordinator, Researchers and Transport Coordinator to determine the costs involved for fulfilling their respective roles.
- Weekly monitoring of administrative expenses – project stationery, telephone calls, postage, paper, laser printing, photocopying, Carson's consulting fees, guest speaker/expert witness allowance, USyd Admin – internal/independent audit, Project Manager reduced salary rate.
- Ensure that the project office is ordered, clean and that there are files for each respective duty on computer and hard-copy files.
- Keep the project team regularly updated on all expenses incurred and the amount remaining for each expenditure item.
- Keeping DIMIA updated on all expenses incurred and the amount remaining for each expenditure item.
- Determine if there are costs involved for insuring jurors taking part in the process.

### The Role of the Admin. Coordinator during the Youth Jury

- Liaise with the Technical Assistant, Catering Coordinator and Transport Coordinator to determine if costs are following the budget plan.
- Liaise with the chair and facilitators to determine the costs they have incurred for using writing materials and other necessary items for facilitation exercises.

### The Role of the Admin. Coordinator after the Youth Jury

- Liaise with the Media Liaison and Reporting, Venue Coordinator, Technical Assistant, Catering Coordinator, Researchers and Transport Coordinator to determine if the costs involved for fulfilling their respective roles have been met and were either on target, exceeded or were less than required.
- Form a document outlining the costs incurred throughout the whole process and brief the project team who will determine, through consensus decision making, what should be done with additional funds or how an excess in the budget should be addressed.
- Complete a report for DIMIA on the overall course of the budget expenditures associated with the project.
- Complete a brief evaluation of this role .
- Make sure that all jurors are reimbursed for any expenses they incurred that is covered in the project team's budget.
- Organise all files that contain documents and any other information associated with the project into a suitable storage space that can be easily accessed for future reference.

## **Technical Coordinator**

### The tasks of the Technical Coordinator before the Youth Jury include:

- Coordinate obtaining audiovisual equipment (overheads, powerpoint, speakers, microphones, tape recorders) for both preparatory days and the Youth Jury.

### The tasks of the Technical Coordinator during the Youth Jury include:

- Coordinate setting up and testing the equipment, and ensure that equipment works effectively, and resolve any problems.

### The tasks of the Technical Coordinator after the Youth Jury include:

- Return hired equipment.

## **Observers**

Observers are part of the non-participative audience, to listen to and watch the proceedings of the Youth Jury.

### The Role of the Observers before the Youth Jury

- To contact the projects team and request an observer seat.
- Observers must be informed about the rules and regulations they are expected to follow during the process.
- Observers must be informed that depending on the numbers of people interested in observing, they may not be able to attend all sessions they would like to.
- The jury must be informed of the presence of observers.

### The Role of the Observers during the Youth Jury

- Observers are to expect that during some panel sessions the panel may ask observers to leave.
- Observers do not participate in any way.
- Observers must stay for the whole session – there should be no coming and going whilst the jury is in session.
- Observers should not single out jury members for individual discussion.
- Observers should not seek to influence the jurors in any way.
- Observers must turn their mobile phones and pagers off.

- If Observers would like to raise an issue they should direct it to a member of the project team out of deliberation and questioning time.

#### The Role of the Observers after the Youth Jury

- Observers may be required to provide feedback to the project team on their observations of the group discussions and the questioning of expert witnesses.
- Observers must respect the privacy of Jurors by maintaining confidentiality in relation to Jurors' identities and personal stories.

### **Web Page Coordinator**

#### The Role of the Web Page Coordinator before the Youth Jury

- Coordinate input of material from the rest of the team for the project web page.
- Liaison between web page developer and project team: communicate requests made by the project team to the developer, and feedback technical and cost requirements to the project team.
- Coordinate regular maintenance tasks, such as ensuring that information on the web page is up to date.
- Manage web page development and maintenance budget.

#### The Role of the Web Page Coordinator during the Youth Jury

- Place media releases and other "live" material onto the web page.

#### The Role of the Web Page Coordinator after the Youth Jury

- Format the Youth Jury's report and other publishable material for easy web viewing, and place on web page.
- Close contract with developer and terminate the web page (storing a copy on CD for posterity).