

SYDNEY JEWISH MUSEUM



Sydney Jewish Museum Youth Committee Handbook

2022-2023

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Aim

The Sydney Jewish Museum is committed to bringing history to life. It preserves the objects and stories of the past and connects them to the people of today. The Museum plays a vital role in passing history from generation to generation so that all can continue to learn and work together to build a brighter future.

The Sydney Jewish Museum has established a Youth Committee. This committee will gain an in-depth connection and insight into the Museum's collection, exhibitions, programs, events and public voice. It will also serve in an advisory role, providing feedback on the Museum's future plans.

The Sydney Jewish Museum Youth Committee (SJMYP) is made up of a diverse group of secondary students from across NSW, spanning that engages with the Museum in a variety of ways. Members of this committee have the unique opportunity to make a difference and use their voice to make a better world. Members of the SJMYP perform the following roles:

- Act as an ambassador for the Sydney Jewish Museum, promoting its work on morality, social justice, democracy and human rights and embodying its corresponding core values. Partake in unique behind-the-scenes experiences that arise as part of different SJM projects (e.g. meeting with Survivors, testing new technologies, handling new artefacts)
- Brainstorm ideas for temporary exhibitions, education programs, education resources and commemorative events from a youth perspective.
- Discuss relevant current affairs issues and the SJM's response to such issues.
- Attend five meetings held outside of school hours onsite at the Sydney Jewish Museum. Funding is available to support the travel of students from outside of Sydney.

Selection of Members

Members shall be recruited in one of two ways:

- Students can respond to an open call for applications for committee members.
- Students can be invited to take part in the committee selection process directly by SJM staff.

A committee comprised of SJM staff will select committee members from amongst the applicants.

To ensure diversity, no more than two students from a single school/university may sit on the committee at one time.

Should the student be successful in gaining a place on the committee, they will be provided with the following documentation. Those marked with an asterisk must be returned in order to secure their place on the committee:

- 2x Sydney Jewish Museum Youth Committee Handbook (one copy for the committee member and one copy for their parent/guardian if member is under 18)
- 2x Sydney Jewish Museum Youth Committee Calendar (one copy for the committee member and one copy for their parent/guardian if member is under 18)
- Participation Permission Form signed by a parent/guardian if member is under 18*
- Media Release signed by member plus a parent/guardian if member is under 18*
- Social Media Policy signed by committee member*
- Confidentiality Form signed by committee member*

Member Duties

Members work towards achieving the aims of the SJMYC. In addition to the aims, members are expected to attend regular meetings during their term, maintain ongoing contact and abide by behavioural expectations.

Term Length

- SJMYC member term length is 1 year.
- Members can sit on the committee for just one term (1 year) or for two terms (2 years).
- The SJMYC does not run on a calendar year. SJMYC terms commence during the school holidays preceding the 4th school term and will proceed until the same point in the next year.
 - The 2022-2023 committee will sit from 30 September 2022 to 6 October 2023.

Meetings

- For each SJMYC term, the committee will meet once per quarter onsite at the Sydney Jewish Museum, preferably during school holidays prior to the proceeding school term.
- Additional meetings may be called in extraordinary circumstances. These will be held via zoom.
- There will be a handover meeting as part of the first meeting of the next committee's sitting term.
- 2022-2023 Meetings are as follows
 - Meeting 1 (Term 4, 2022) – September 30, 10:00am-2:00pm
 - Meeting 2 (Term 1, 2023) – January 20, 10:00am-12:00pm (tentative)
 - Meeting 3 (Term 2, 2023) – April 21, 10:00am-12:00pm (tentative)
 - Meeting 4 (Term 3, 2023) – July 14 10:00am-12:00pm (tentative)
 - Meeting 5 - Handover (Term 4, 2023) – TBC

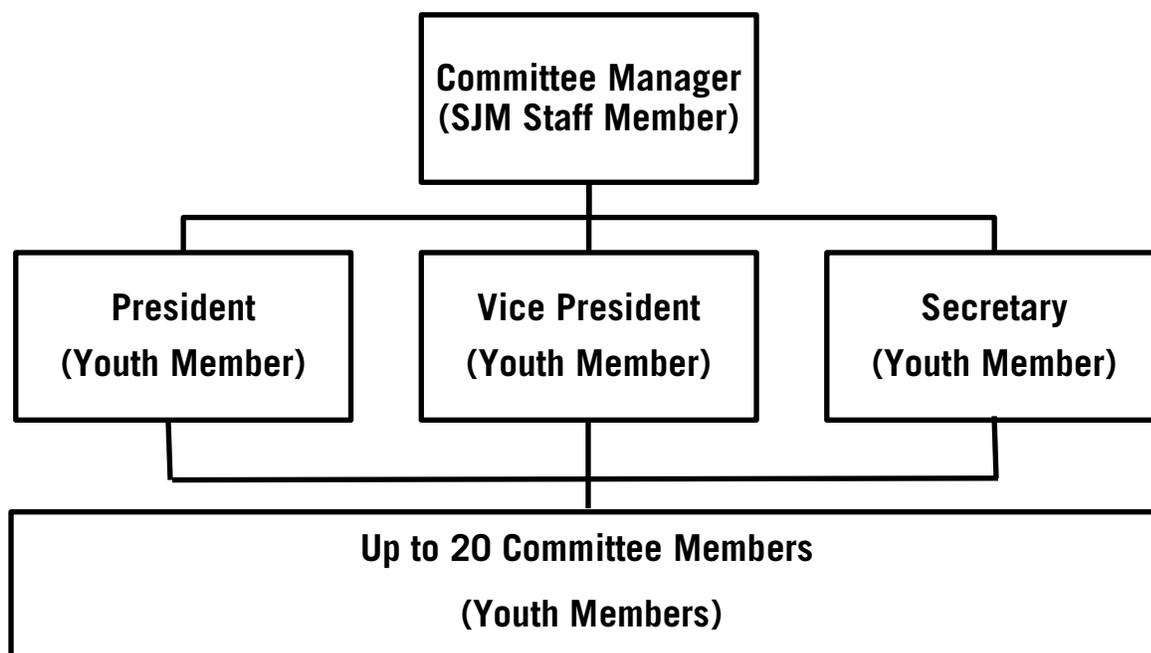
Ongoing Contact

- Official SJMYC contact will occur via email.
- Informal discussion of the SJMYC will occur via the SJMYC Google Classroom, monitored by the Committee Manager.
- SJMYC documents, including the handbook, calendar and minute meetings will be filed in the Google Classroom.

Behavioural Expectations

- We are all in this together to create a welcoming environment that can achieve the aims of the committee. We treat everyone with respect. Healthy debates are natural, but kindness is required.
- Make sure everyone feels safe. Bullying of any kind isn't allowed, and degrading comments about things like ethnicity, religion, culture, sexual orientation, gender or identity will not be tolerated.
- Being part of this group requires mutual trust. Authentic, expressive discussions make groups great, but may also be sensitive and private. What is shared in the group should stay in the group.
- In the broader community, including the online community, SJMYC members are representatives of the Museum and should upload the above behavioural standards.
- Should any member become aware of a breach of behavioural expectation, they should take their concern to the Committee Manager. Any such complaints will be dealt with confidentially.

Committee Structure



Election of Committee Officers

- The roles of president, vice president and secretary will be elected at the first meeting in the sitting term of a new committee.
- Voting shall be anonymous.
- Election shall be by majority.
- The Committee manager will oversee the election and therefore will not vote
- Each committee member can only hold one position of office.
- If a committee member serves on the SJMYC for two years, they can hold a role of office in both terms, this can be the same office or a different role of office each year.

Officer Duties

The specific duties of officers are as follows:

- Committee Manager (SJM staff - not elected)
 - Oversee the Committee as the representation of the SJM staff.
 - SJM Committee Manager shall communicate upcoming issues to the Youth Committee, they may respond accordingly.
 - SJM Committee Manager shall guide and direct the Youth Committee.
 - SJM Committee Manager shall act as a resource to find potential participants
- President
 - The President shall be charged with the administration of affairs of the Youth Committee with assistance from the Committee's manager.
 - The President shall preside over all meetings of the Youth Committee.
 - The President shall appoint sub-committees when necessary to research issues.
- Vice President
 - The Vice President shall assume the duties of the President during the President's absence.
 - The Vice President shall assist the President to perform duties when needed.
 - The Vice President shall prepare an annual report with assistance from the Committee manager., summarizing the activities of the Committee.
- Secretary
 - The Secretary shall record (in the google classroom) and maintain the minutes of all Youth Committee meetings and file them with the copies of previous minutes.
 - The Secretary shall prepare and receive correspondence for the Youth Committee and maintain proper files.
 - The Secretary shall perform other duties as ordinarily pertain to the office.

Contacts

The logo for the Sydney Jewish Museum, featuring the words "SYDNEY JEWISH MUSEUM" in a bold, white, sans-serif font stacked vertically on a black rectangular background.

2022-2023 SJMYC Staff

- **Committee Manager**

Dr Breann Fallon, Educator and Co-Ordinator of Research

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2022-2023 SJMYC Members

To be announced.