



# YALPAE

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**YOUNG AFRICAN LEADERS  
PIONEERS AND ENTREPRENEURS**

**Africa's Light, paying forward to the future**

# CHAPTERS, VOLUNTEERING & MENTORSHIP

## ANNEX C

1<sup>ST</sup> EDITION



## YALPAE Policy

### LEGAL STATEMENT

This document constitutes an official governance instrument of Young African Leaders, Pioneers and Entrepreneurs (YALPAE), a registered Non-Profit Company operating in accordance with the laws of the Republic of South Africa.

This document is classified under the YALPAE Policy Class, within which all policies, frameworks, declarations, and operational instruments are maintained as part of an integrated governance system. This document forms part of YALPAE's internal governance framework and shall be read together with the YALPAE Constitution, By-Laws, Mandate, and all applicable Annexes and policies.

This document applies to all persons acting under the authority, representation, or auspices of YALPAE, including members, directors, officers, volunteers, partners, and affiliated participants.

### AUTHORITY CLAUSE

This document is issued under the authority of the YALPAE Board of Directors in accordance with the YALPAE Constitution and By-Laws.

Its provisions derive their authority from, and must be interpreted consistently with:

- The YALPAE Constitution
- The YALPAE By-Laws
- The YALPAE Mandate
- All applicable Annexes, including the Code of Conduct and Safeguarding Framework

In the event of any inconsistency:

- The Constitution shall prevail
- Safeguarding provisions shall take precedence in all safeguarding-related matters
- This document shall govern operational implementation within its defined scope

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# CHAPTERS, VOLUNTEERING & MENTORSHIP

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# ANNEX C: CHAPTERS, VOLUNTEERING & MENTORSHIP POLICY

Young African Leaders, Pioneers and Entrepreneurs (YALPAE)

## 1. Legal Status, Authority and Purpose

### 1.1 Constitutional Authority

This Annex is adopted under the authority of the YALPAE Constitution and By-Laws and shall be binding on all chapters, chapter leaders, members, volunteers, mentors, mentees, committees, officers, staff, and any person acting under YALPAE's name, mandate, or delegated authority.

### 1.2 Relationship to Other Governance Instruments

This Annex shall be read together with:

- the YALPAE Constitution;
- the YALPAE By-Laws;
- the Code of Conduct & Ethics;
- the Child Protection & Safeguarding Framework;
- the Membership and Disciplinary framework;
- the Financial Policy and Procedures Manual;
- the Procurement Policy;
- the Data Protection and Intellectual Property framework; and
- any Board-approved operational directives, manuals, forms, or reporting tools issued in support of this Annex.

Where any inconsistency arises, the Constitution shall prevail, followed by the By-Laws, and then this Annex.

### 1.3 Purpose

The purpose of this Annex is to regulate:

- the establishment, recognition, supervision, support, and closure of YALPAE chapters;
- the recruitment, induction, management, support, and accountability of volunteers;
- the design, approval, matching, monitoring, and safeguarding of mentorship arrangements; and
- the reporting relationships that connect chapter structures to YALPAE's national governance and operational systems.

## **1.4 Policy Objectives**

This Annex aims to:

- build a disciplined and decentralised network of youth-led chapters;
- promote responsible local leadership under national standards;
- ensure chapter activity remains aligned to YALPAE’s mission, values, and governance framework;
- strengthen volunteer participation as a pathway for service, learning, and leadership;
- establish structured mentorship systems that are safe, measurable, and developmental;
- preserve continuity, records, and institutional memory across all chapter and programme structures; and
- ensure support, correction, and accountability are applied consistently and fairly.

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## **2. Scope and Application**

### **2.1 Persons and Structures Covered**

This Annex applies to:

- all recognised and provisional YALPAE chapters;
- chapter founders and chapter leadership teams;
- the Director of Chapters, Volunteers & Mentorship;
- the National Executive Committee, where chapter reports are submitted;
- volunteers in all categories;
- volunteer coordinators and supervisors;
- mentors and mentees;
- members participating in chapter, volunteer, or mentorship activities; and
- committees or project teams operating under this Annex.

### **2.2 Activities Covered**

This Annex applies to:

- chapter founding and recognition;
- chapter governance, meetings, and reporting;
- chapter programmes, events, and local organising;
- local volunteer recruitment and management;
- mentor recruitment, approval, matching, and review;
- local and national reporting obligations;
- safeguarding and conduct in chapter, volunteer, and mentorship spaces;

- corrective intervention, suspension, derecognition, and dissolution; and
- the maintenance of records, registers, and handovers.

## 2.3 Operational Reach

This Annex applies to all YALPAE chapter structures, including campus, school, community, municipal, provincial, regional, and cross-border chapter formations recognised by YALPAE.

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## 3. Definitions

For purposes of this Annex:

**3.1 “Chapter”** means a recognised local structure of YALPAE operating under delegated authority and aligned to national standards.

**3.2 “Provisional Chapter”** means a chapter granted temporary or conditional recognition pending full compliance with the requirements of this Annex.

**3.3 “Recognised Chapter”** means a chapter formally approved by the Board or by an authorised structure acting under Board delegation.

**3.4 “Chapter Founder”** means a qualifying member who initiates and submits the application to establish a chapter.

**3.5 “Chapter Leadership Team”** means the persons formally entrusted with local chapter coordination and administration.

**3.6 “Director of Chapters, Volunteers & Mentorship”** means the Board portfolio holder responsible for national oversight of chapters, volunteer systems, and mentorship pathways.

**3.7 “Volunteer”** means any person who contributes time, skill, labour, service, or support to YALPAE without entering into ordinary employment by virtue of that role alone.

**3.8 “Volunteer Coordinator”** means the chapter-level officer responsible for volunteer administration, support, records, and reporting.

**3.9 “Mentor”** means a person approved by YALPAE to provide structured guidance, support, learning, or accountability to a mentee or mentorship group.

**3.10 “Mentee”** means a participant formally accepted into a YALPAE mentorship pathway.

**3.11 “Good Standing”** means compliance with membership obligations, conduct standards, and any applicable reporting or participation requirements.

**3.12 “National Executive Committee” or “NEC”** means the national operational structure designated to receive chapter reports and oversee implementation between Board meetings, subject to Board authority.

**3.13 “Delegated Authority”** means authority exercised on behalf of YALPAE within limits approved by the Board or an authorised national structure.

**3.14 “Support and Corrective Plan”** means a documented intervention plan issued to address leadership, compliance, safeguarding, inactivity, or governance concerns before punitive escalation.

**3.15 “Suspension”** means temporary restriction, pausing, or withdrawal of chapter recognition or of a person’s role pending review, compliance, or investigation.

**3.16 “Derecognition”** means formal withdrawal of YALPAE recognition from a chapter.

**3.17 “Dissolution”** means formal closure of a chapter by Board authority.

**3.18 “Reporting Period”** means a reporting cycle prescribed under this Annex and the Constitution for chapter accountability.

**3.19 “Safeguarding Concern”** means any concern relating to abuse, neglect, exploitation, harassment, boundary violations, unsafe conduct, or risk to a participant’s dignity or wellbeing.

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## **4. Guiding Principles**

### **4.1 Youth Leadership with Responsibility**

YALPAE is youth-led, but youth leadership under this Annex must always be accompanied by discipline, accountability, and operational seriousness.

### **4.2 Unity with Local Relevance**

Chapters may respond to their local contexts, but shall remain aligned with YALPAE’s national mission, values, standards, and governance instruments.

### **4.3 Structured Growth**

YALPAE shall expand through structured chapters, volunteer systems, and mentorship pathways that are measurable, safe, and sustainable beyond individual personalities.

### **4.4 Support Before Punishment**

Where chapter or volunteer challenges arise, the first response shall ordinarily be support, guidance, mentoring, and corrective planning, unless the matter is so serious that immediate protective action is required.

### **4.5 Safeguarding and Dignity**

All chapter, volunteer, and mentorship systems must protect the dignity, wellbeing, safety, and developmental interests of participants.

### **4.6 Continuity and Institutional Memory**

No chapter, programme, volunteer structure, or mentorship pathway shall depend solely on the personality, memory, or private control of one individual. Records, handovers, and systems are mandatory.

## **5. Nature, Status and Authority of Chapters**

### **5.1 Nature of Chapters**

Chapters are recognised expressions of YALPAE’s mission within local contexts. They exist to extend YALPAE’s reach, strengthen local leadership, mobilise community-based action, and support youth development in alignment with national governance and programme standards.

### **5.2 Legal Status**

Chapters do not possess independent legal status unless lawfully established otherwise by Board-approved process. No chapter may present itself as a legally separate entity from YALPAE without formal authority.

### **5.3 Delegated Authority**

All chapters operate under delegated authority through the Director of Chapters, Volunteers & Mentorship and/or another delegate authorised by the Director or the Board. Such authority is limited, conditional, reviewable, and revocable.

### **5.4 Limits of Chapter Authority**

No chapter may:

- amend the YALPAE Constitution, By-Laws, or national policy;
- bind YALPAE to major legal, financial, or long-term obligations without approval;
- establish itself as an independent public authority under the YALPAE name without approval;
- open or control financial accounts in YALPAE’s name without authority;
- enter national or high-risk partnerships without approval; or
- issue official positions on behalf of YALPAE beyond its delegated mandate.

### **5.5 Local Autonomy**

A recognised chapter may exercise local operational initiative in activities, volunteer mobilising, mentorship organising, and community engagement, provided that such autonomy remains consistent with YALPAE policy, approved plans, financial controls, and safeguarding obligations.

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## **6. Founding and Recognition of New Chapters**

### **6.1 Eligibility to Found a Chapter**

A new chapter must be founded by at least one voting member who has held YALPAE membership for a minimum of six (6) months and is in good standing.

### **6.2 Founding Application**

A prospective chapter founder shall submit a formal application for chapter recognition to the Board, through the Director of Chapters, Volunteers & Mentorship or another designated national structure.

The application should include:

- founding member details and proof of eligibility;
- proposed chapter name and location;
- motivation and local need;
- proposed leadership structure;
- intended membership base or participant profile;
- a preliminary work plan for the first reporting period;
- proposed volunteer structure;
- proposed mentorship activity, where applicable;
- safeguarding readiness;
- any anticipated financial or partnership activity; and
- any other information required by YALPAE.

### **6.3 Review Process**

The Director of Chapters, Volunteers & Mentorship shall review the application, assess readiness, and may request clarification, conditions, or revisions.

The application may then be recommended for:

- approval;
- provisional approval;
- deferral pending compliance; or
- refusal.

## **6.4 Provisional Recognition**

YALPAE may grant provisional recognition where a chapter shows sufficient potential but must still meet additional requirements.

A provisional chapter may be subject to:

- a probation period;
- restricted financial authority;
- mandatory mentoring or supervision;
- minimum membership or activity targets;
- reporting conditions; and
- compliance milestones.

## **6.5 Full Recognition**

A chapter shall become fully recognised once it has:

- met the founding eligibility requirements;
- established an accountable local leadership structure;
- accepted YALPAE's governance framework;
- demonstrated capacity to report and maintain records;
- complied with safeguarding and conduct expectations; and
- received formal approval under the required authority.

## **6.6 Refusal or Deferral**

A chapter application may be refused or deferred where:

- the founder is not eligible;
- the proposal lacks organisational readiness;
- governance, conduct, safeguarding, or reputational concerns exist;
- there is serious duplication without justification; or
- the proposed chapter is inconsistent with YALPAE's mission or standards.

## **6.7 Register of Chapters**

All recognised and provisional chapters shall be entered in a national Chapter Register maintained by YALPAE.

## **7. Chapter Leadership Structure**

### **7.1 Minimum Leadership Structure**

Each chapter shall maintain an accountable leadership structure consistent with national standards.

At minimum, a chapter should have:

- Chapter Chairperson or Chapter Coordinator;
- Deputy Chairperson or Deputy Coordinator;
- Secretary or Administration Lead;
- Volunteer Coordinator; and
- any additional officer required by scale or programme activity.

### **7.2 Optional Additional Roles**

Where required, a chapter may establish roles such as:

- Mentorship Lead;
- Programmes Lead;
- Finance Liaison;
- Communications Lead;
- Safeguarding Focal Person, where authorised; and
- event or project coordinators.

### **7.3 National Approval of Leadership**

Chapter leadership appointments or elections shall be recorded with YALPAE and may be subject to confirmation, acknowledgment, or review by the Director of Chapters, Volunteers & Mentorship.

### **7.4 Duties of Chapter Leadership**

The chapter leadership team shall:

- uphold YALPAE's mission, values, and policies;
- coordinate local planning and activities;
- maintain local records and registers;
- supervise volunteers and mentorship activities;
- submit required reports to national structures;
- protect the YALPAE brand and reputation;
- ensure safeguarding compliance; and
- cooperate with national oversight and support.

## **7.5 Vacancy and Transition**

Where a vacancy arises, the chapter shall notify the Director of Chapters, Volunteers & Mentorship promptly and ensure an interim arrangement is documented pending formal replacement.

## **7.6 Handover**

Outgoing chapter leaders must provide a proper handover of records, plans, contacts, access, and outstanding matters. Failure to hand over organisational material shall constitute serious non-compliance.

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## **8. Reporting Lines and National Accountability Structure**

### **8.1 Primary Reporting Line**

Each chapter shall report administratively and programmatically through the Director of Chapters, Volunteers & Mentorship, except where YALPAE has approved a different reporting arrangement.

### **8.2 Constitutional Reporting Destination**

Chapters shall submit bi-annual reports to the National Executive Committee in accordance with the Constitution.

### **8.3 Volunteer Reporting Liaison**

Each chapter shall appoint a Volunteer Coordinator who shall oversee volunteer activities and serve as the primary reporting liaison on volunteer matters.

### **8.4 Escalation Route**

Serious matters involving safeguarding, financial irregularity, legal risk, reputational harm, internal collapse, or major misconduct must be escalated promptly from the chapter leadership to:

1. the Director of Chapters, Volunteers & Mentorship;
2. the NEC, where appropriate; and
3. the Board, where the seriousness of the issue requires national intervention.

### **8.5 National Oversight**

The NEC and relevant national portfolio leadership may review reports, request clarification, issue support directives, refer concerns, or recommend intervention to the Board, subject to constitutional and Board authority.

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## **9. Chapter Meetings, Plans and Reporting Requirements**

### **9.1 Chapter Meetings**

Each chapter shall meet regularly to plan, review, and coordinate chapter activities. Meetings may be physical or virtual and shall be recorded through minutes or written summaries.

### **9.2 Activity Plans**

Each chapter shall maintain at least a basic work plan for each reporting period, aligned to YALPAE objectives and local priorities.

### **9.3 Bi-Annual Reporting**

Each chapter shall submit bi-annual reports to the NEC:

- the first report shall be due within three (3) months after YALPAE's financial year-end;
- the second report shall be due six (6) months after the first report; and
- each reporting period shall include a one (1) month submission window.

### **9.4 Minimum Reporting Content**

Each chapter report shall, at minimum, cover:

- chapter profile and leadership status;
- activities conducted;
- membership activity and participation;
- volunteer engagement and retention;
- mentorship activity and outcomes;
- finances and resources used;
- partnerships, sponsors, or local collaborations;
- safeguarding incidents or concerns, where applicable;
- key challenges, risks, and support needs; and
- progress against applicable KPIs.

### **9.5 Financial Reporting by Chapters**

All chapter financial activity must be reported to the NEC as part of the bi-annual reports and must comply with YALPAE's financial policies. Chapters may establish local financial management systems only within the limits of YALPAE policy and approval frameworks.

### **9.6 Reporting Failure**

Failure to report without reasonable cause may trigger support measures, formal reminders, corrective planning, suspension, or other intervention under this Annex.

## **10. Volunteer Framework**

### **10.1 Purpose of Volunteering**

Volunteering within YALPAE is a form of service, learning, contribution, and leadership development. It exists to support programmes, strengthen chapter capacity, and help develop responsible and capable youth leadership.

### **10.2 Categories of Volunteers**

YALPAE may engage:

- chapter volunteers;
- programme volunteers;
- event volunteers;
- technical or skilled volunteers;
- project volunteers;
- alumni volunteers;
- mentor-volunteers; and
- youth volunteers, subject to age-appropriate safeguards.

### **10.3 Recruitment and Selection**

Volunteers may be recruited locally or nationally. The responsible chapter or national structure shall ensure that volunteers are:

- suitable for the role;
- aware of YALPAE's standards;
- screened appropriately for the level of responsibility involved; and
- matched to tasks with reasonable clarity.

### **10.4 Volunteer Induction**

All volunteers shall receive induction appropriate to their role, including:

- YALPAE's mission and structure;
- the role they are expected to perform;
- conduct and safeguarding expectations;
- communication and reporting lines;
- confidentiality expectations; and
- any relevant operational guidance.

### **10.5 Volunteer Rights and Responsibilities**

Volunteers have the right to:



- clear role expectations;
- respectful treatment;
- support and supervision;
- a safe working environment; and
- recognition for their contribution where appropriate.

Volunteers shall:

- act with integrity and professionalism;
- follow YALPAE policies and instructions;
- maintain confidentiality where required;
- report concerns promptly;
- respect safeguarding and boundaries; and
- avoid misrepresenting their authority.

## **10.6 Volunteer Records**

Each chapter shall maintain a volunteer register, attendance or participation records, and basic performance or contribution notes where relevant.

## **10.7 Supervision**

Volunteers shall be supervised by the chapter leadership, Volunteer Coordinator, project lead, or national office as applicable.

## **10.8 Recognition and Growth**

YALPAE may recognise volunteer service through certificates, references, training opportunities, leadership progression, or public acknowledgment where appropriate.

## **10.9 Prioritisation in Opportunities**

For hiring or programme participation involving applications, volunteers and mentors may be prioritised where qualifications are met, in line with the Constitution and applicable policy.

## **10.10 Non-Performance or Misconduct**

Where a volunteer fails to perform, breaches policy, or causes harm, YALPAE may apply support, corrective instruction, suspension, reassignment, or termination of engagement in accordance with fair process and relevant policy.

## **11. Volunteer Coordinator**

### **11.1 Appointment**

Each chapter shall appoint a Volunteer Coordinator.

### **11.2 Core Duties**

The Volunteer Coordinator shall:

- coordinate volunteer recruitment and onboarding;
- keep volunteer records and attendance information;
- allocate or help allocate roles;
- serve as the primary volunteer reporting liaison;
- identify support and welfare concerns;
- report volunteer activity within chapter reports; and
- escalate serious concerns to chapter leadership and national structures.

### **11.3 Accountability**

The Volunteer Coordinator remains accountable to the chapter leadership and to YALPAE's national structures through the reporting line established in this Annex.

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## **12. Mentorship Framework**

### **12.1 Purpose of Mentorship**

Mentorship within YALPAE exists to strengthen leadership formation, pathway clarity, accountability, skills transfer, and personal growth through structured relationships and guided support.

### **12.2 Forms of Mentorship**

YALPAE may establish:

- one-to-one mentorship;
- peer mentorship;
- group mentorship;
- alumni mentorship;
- chapter-based mentorship;
- technical or sector mentorship; and
- leadership or governance mentorship.

### **12.3 Mentor Eligibility**

Mentors shall be selected on the basis of suitability, character, values alignment, availability, and ability to support a developmental relationship responsibly. Associate and Alumni Members may serve in advisory or mentorship roles consistent with the Constitution.

### **12.4 Mentee Eligibility**

Mentees may be drawn from chapter members, volunteers, programme participants, junior pathways where appropriate, or other categories approved by YALPAE.

### **12.5 Recruitment and Approval of Mentors**

A chapter or national structure may identify, invite, or receive mentor applications. Mentor approval shall consider:

- experience or relevant capability;
- values and conduct;
- safeguarding suitability;
- willingness to work within YALPAE's boundaries; and
- ability to commit to the mentorship period.

### **12.6 Matching**

Mentor-mentee matching should consider:

- goals and developmental needs;
- field of interest;
- local context or language where relevant;
- availability;
- age appropriateness;
- power dynamics and safeguarding risk; and
- any disclosed conflict of interest.

### **12.7 Mentorship Agreement**

All formal mentorship arrangements should be governed by a simple written understanding covering:

- purpose and expected duration;
- frequency or mode of contact;
- confidentiality expectations;
- boundaries and safeguarding;
- review points; and
- how concerns are escalated.

## 12.8 Monitoring and Review

Chapters or national structures shall monitor active mentorship relationships through appropriate check-ins, feedback, or periodic reports.

## 12.9 Closure and Reassignment

A mentorship relationship may be completed, paused, reassigned, or terminated where:

- the agreed period ends;
- goals are achieved;
- the match is unsuitable;
- participation drops materially;
- a safeguarding or conduct issue arises; or
- YALPAE considers closure necessary in the best interests of the parties or the organisation.

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## 13. Safeguarding, Conduct and Boundaries

### 13.1 General Rule

All chapter, volunteer, and mentorship activity is subject to YALPAE's safeguarding, ethics, and conduct requirements.

### 13.2 Junior Members and Under-18 Participation

Where chapter, volunteer, or mentorship activities involve Junior Members or other participants under 18:

- parental or guardian consent shall be obtained where required;
- interactions must be age-appropriate and supervised;
- private or unsupervised engagement must be tightly controlled;
- photography, media, and travel must follow safeguarding rules; and
- any concern must be reported immediately through authorised channels.

### 13.3 Professional Boundaries

Mentors, chapter leaders, volunteers, and officers must maintain proper boundaries in communication, transport, meetings, digital contact, and authority relationships.

### 13.4 Reporting

Any safeguarding, harassment, abuse, exploitation, retaliation, or serious boundary concern must be reported promptly through YALPAE's authorised reporting pathways.

### 13.5 Interim Protective Action

YALPAE may restrict participation, suspend duties, or separate parties pending review where protection of participants or organisational integrity requires it.

## **14. Data, Records and Confidentiality**

### **14.1 Registers and Records**

Each chapter shall maintain, as applicable:

- a chapter register;
- leadership records;
- membership participation records;
- volunteer register;
- mentor and mentee lists;
- activity plans;
- meeting minutes or summaries;
- report copies; and
- handover documentation.

### **14.2 Data Protection**

All personal data must be collected, stored, used, and shared lawfully, securely, and only for authorised YALPAE purposes.

### **14.3 Confidentiality**

Sensitive information arising from chapter governance, volunteer matters, mentorship relationships, disputes, and safeguarding processes must be treated confidentially, subject to law and safeguarding obligations.

### **14.4 Access**

Access to records shall be restricted to authorised persons while allowing legitimate national oversight, audit, and review.

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## **15. Financial and Resource Governance of Chapters**

### **15.1 Financial Compliance**

All chapter financial activity shall comply with YALPAE's Financial Policy and Procedures Manual and any related directives.

### **15.2 Local Financial Management**

Chapters may establish local financial management systems only where such systems are consistent with national policy, dual authorisation requirements, reporting obligations, and approved authority.

### **15.3 Local Fundraising and Sponsorship**

Chapters may solicit and manage local funding, grants, or sponsorships only in compliance with YALPAE policy, approval structures, and reporting requirements.

## **15.4 Assets and Materials**

Any assets, tools, equipment, records, branded items, or funds held by a chapter remain YALPAE property unless expressly stated otherwise by lawful authority.

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## **16. Monitoring, Performance and KPI Reporting**

### **16.1 National Monitoring**

The Director of Chapters, Volunteers & Mentorship shall oversee national monitoring of chapter, volunteer, and mentorship performance, using constitutional and policy-aligned indicators.

### **16.2 Minimum KPI Areas**

Monitoring may include:

- number of active chapters;
- reporting compliance rate;
- chapter retention and continuity;
- volunteer recruitment and retention;
- volunteer participation levels;
- number of active mentors and mentees;
- mentorship completion or satisfaction;
- safeguarding compliance;
- quality of chapter records and handovers; and
- evidence of community or developmental impact.

### **16.3 Reporting Upward**

The Director of Chapters, Volunteers & Mentorship shall consolidate and escalate relevant performance information to the NEC and the Board as required, consistent with YALPAE's KPI reporting framework.

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## **17. Support, Corrective Intervention, Suspension and Dissolution**

### **17.1 Grounds for Intervention**

A chapter, volunteer structure, or mentorship pathway may be subject to intervention where there is:

- persistent non-reporting;
- inactivity without explanation;
- leadership breakdown;
- financial non-compliance;
- safeguarding breach;
- serious misconduct;
- reputational harm;
- misuse of YALPAE's name or assets;
- unresolved conflict impairing function; or
- any persistent non-compliance with this Annex or other YALPAE policies.

### **17.2 Support First**

Where challenges arise, the first response shall ordinarily be support and guidance. This may include:

- mentoring of local leaders;
- a corrective support plan;
- additional supervision;
- training or reorientation;
- reporting deadlines with assistance; or
- temporary restrictions pending compliance.

### **17.3 Corrective Support Plan**

A corrective support plan may specify:

- the issue to be addressed;
- actions required;
- timelines;
- support to be provided;
- reporting milestones; and
- consequences of non-compliance.

### **17.4 Suspension of a Chapter**

A chapter may be suspended where:

- immediate organisational protection is required;
- a serious governance or safeguarding issue exists;
- persistent non-compliance continues after support; or
- the chapter's operation materially harms YALPAE.

During suspension, YALPAE may:

- pause chapter activities;
- restrict use of name and branding;
- freeze access to assets or systems;
- appoint interim oversight; and
- require a recovery plan.

### **17.5 Derecognition or Dissolution**

A chapter may be derecognised or dissolved by the Board where:

- the chapter no longer functions meaningfully;
- persistent non-compliance remains unresolved;
- serious harm or risk has occurred;
- the chapter acts outside YALPAE's mission or authority; or
- dissolution is necessary for organisational integrity.

### **17.6 Effect of Derecognition or Dissolution**

On derecognition or dissolution:

- the chapter shall cease operating in YALPAE's name;
- chapter records, assets, and funds must be handed over;
- access to official platforms may be revoked;
- members may be reassigned or absorbed into other YALPAE structures where appropriate; and
- YALPAE may make transitional arrangements to protect continuity.

### **17.7 Fair Process**

Unless urgent protective action is required, the affected chapter or individual shall be informed of the concern, given an opportunity to respond, and notified of the outcome and any right of appeal under applicable policy.

## **18. Disputes and Appeals**

### **18.1 Local Resolution**

Where appropriate, local disputes should first be addressed through discussion, mediation, clarification of roles, or guidance by chapter leadership or the Director of Chapters, Volunteers & Mentorship.

### **18.2 Escalation**

Where informal resolution fails or is inappropriate, the matter shall be escalated through YALPAE's disciplinary, ethics, safeguarding, or dispute resolution mechanisms.

### **18.3 Appeals**

Appeals shall follow YALPAE's approved investigation and appeals procedures.

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## **19. Transitional and Operational Provisions**

### **19.1 Existing Chapters**

All existing chapter structures shall, within a timeframe set by YALPAE, be reviewed and regularised under this Annex.

### **19.2 Existing Volunteers and Mentors**

Existing volunteers and mentors may continue under transitional arrangements, provided they are brought into compliance with this Annex within a reasonable implementation period.

### **19.3 Supporting Documents**

The Board or authorised national leadership may issue forms, templates, reporting tools, handover checklists, and operational guidance consistent with this Annex.

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## **20. Review and Amendment**

### **20.1 Periodic Review**

This Annex shall be reviewed at least every two (2) years, or sooner where:

- YALPAE's chapter network materially expands;
- safeguarding or governance needs require revision;
- constitutional or by-law changes affect this Annex; or
- the Board directs a review.

### **20.2 Amendment Authority**

This Annex may be amended only through the authority required by YALPAE's governance framework and in a manner consistent with the Constitution and By-Laws.

