



## **Australian Alpaca Association Ltd**

### **Australian Youth Education (AYE) Committee Charter**

#### **ROLE & PURPOSE**

The AYE Committee is established by the Board under clause 13 of the Constitution of the Australian Alpaca Association Ltd. The Role of the Committee is to assist the Board and the National Office in promoting and facilitating youth and youth education activities and initiatives.

#### **TERMS OF REFERENCE**

The AYE Committee is responsible for the following activities:

1. Fostering youth membership in the AAA,
2. Adherence to and assistance to all required events for AAA policies and Codes of Conduct including and especially related to Working with Children,
3. A system for allocation of Judges for AAA youth events,
4. Guidance for AAA endorsed youth events including educational and camp events including setting of fees to promote membership and balanced cost activities,
5. Formulation and conduct of new judge training programmes for youth activities,
6. Process for judge accreditation for Young Judging and Young Paraders. Appointment or termination of a judge shall be subject to ratification by the Board. Any disciplinary action relating to a judge must be referred to and dealt with by the Board,
7. Process for professional development of accredited youth event judges,
8. National calendar for AAA youth events,
9. Sharing of information for the promotion and educational advancement of youth and potential youth members,
10. AYE information sharing including educational, promotional and marketing media,
11. The development and review of documentation including Rules and Manuals for 3 main youth activities (Young Judges, Paraders and Handlers) and other materials,
12. Liaising with Showing and Judging Committee to develop and promote youth activities to be integrated with the wider member base and industry at large,
13. Provide advice and recommendations to the Board.

#### **COMPOSITION**

The Committee shall comprise

- a) up to 2 Members of the Australian Alpaca Association from each State or Territory,
- b) An additional Chair from any State ratified by the Board, in accordance with sub-clause 13(d) of the Constitution. The purpose of this Chair is the liaison between the Board Director responsible and the committee. The Committee Chair shall be appointed annually, for a total of no more than three years.



The Committee may be disbanded at the discretion of the Board in accordance with clause 13(f) of the Constitution.



## **TERM OF OFFICE**

The role, terms of reference, responsibilities and membership of the Committee shall be reviewed annually by the Board. Unless the Board otherwise determines at least one member of the Committee will be replaced each year following an initial 2 year formation term. Any committee member can be terminated at the board's discretion at any time.

## **POWERS & RESPONSIBILITIES**

The Committee will prepare a draft AYE budget annually and make submission to the annual budget process. The Chair must provide a report to the Board annually as to the financial position as against budget of the AYE portfolio. The Committee, in the exercise of its responsibilities, shall conform to the Constitution and any rules, regulations or codes of conduct made under it. The Committee must not do anything which may bind the Australian Alpaca Association Ltd without a resolution of the Board authorising it to do so. All action plans, rules, policies and protocols must be referred to the Board for adoption prior to implementation.

Where the Committee needs to utilise National Office Staff to carry out any new function or role proposed by the Committee, the Chair will discuss this with the AAA Executive to assign appropriate resources. In accordance with policy, all inward correspondence including electronic communiques must be referred to the National Office in the first instance. All formal outgoing correspondence including electronic communiques shall be signed by the President or the AAA Director responsible, the contact person for further reference shall also be identified.

## **COMMITTEE MEETINGS**

The Committee will meet in person or by teleconference at least four times per year. The Chair, in consultation with the portfolio Director will convene meetings of the Committee. A quorum will be a majority of Committee members. The Minutes of each meeting detailing activities undertaken and the management status of projects under the Committee's responsibility will be forwarded to each Committee Member and to the Executive Assistant/ Office Manager at the National Office. The Minutes will be made available to the membership on the AAA Website.