

## **AAYE Roles and Responsibilities.**

Ratified 6 Sept. 2019

### **Chair:**

1. Liaise between the AAA Board and AAYE committee with regards to youth events and issues.
2. Collate relevant documents associated with youth events. ie results, qualifications etc.
3. Allocate appropriate judges and apprentices to youth events on an equal and shared basis as much as possible. Overjudges for the Young Judging competitions will be allocated by AAA SJC.
4. Collate information re Youth calendar of events and present to AAA Board for ratification. Calendar of events to be submitted in December for the following 12 months.
5. Forward information to AAA for ratification of any new additions to the Calendar in a timely manner.
5. Collate and chart relevant show results for qualification of National selection and awards.
6. Run consistent, fair and informative teleconferences throughout the year, a preferred minimum of 6. In the absence of the AAYE Chair, AAA Board member to chair meetings.
7. Authorise and investigate any expenditure claim that is required for AAA office.
8. Assist where possible with youth events.
9. Co-ordinate the selection and running of the National Competition, in conjunction with Showing and Judging and National Show Convenor.
10. Be available to handle and sort any query or situation that may arise with regards to youth events. - referring to AAA Board if required.
11. Liaise and work closely with AAA SJC to ensure the appropriate running of Young Judges competitions.
12. Assist with work on special projects to improve AYE tools and information across Australia e.g. curriculum improvements, instruction manuals, loading content to website,

work instructions, , camp and training day formats.

## **State representatives**

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1. Convey important messages and developments to state youth groups and committees.
2. Ensure that relevant documentation is lodged prior to events and shows. ie calendar dates, judges requests etc.
3. Ensure that following year events are lodged with AAYE chair by November of the finishing year.
4. Ensure that show results are lodged with AAYE chair within 30 days of the event end.
5. Ensure that appropriate Working With Children checks are present for all adults involved with AYE events. If a new WWC is needed assist the applicant to get the check (e.g. provide information on forms, submission process, reimbursement for costs).
6. Make self available for a minimum of 4 standard telephone meetings.
7. Authorise any expenditure from youth groups via youth committees.
  - in a state where there are 2 reps, both reps must authorise claims
  - AAYE chair will only be involved if a query is raised or amount is over \$500.
8. Assist where possible with the set up, running and expansion of youth events in your state. Working closely with youth groups.
9. Assist with set up, running and selection of candidates of the National competition.
10. Assist with work on special projects to improve AYE tools and information across Australia e.g. curriculum improvements, instruction manuals, loading content to website, work instructions, camp and training day formats.

## **Youth Groups**

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1. Organise and Convene Youth Events. Competitions, Camps, Training Days

etc.

2. Fundraising, to cover costs of running events, purchase of equipment etc.
3. Liaise with State Reps re events and expenses.
4. Liaise with youth members, activities and news updates.
3. Liaise with Schools to seek out interested youth participants and assist in setting up in school youth programs.
4. Participate in community events to assist with promotion and recruiting of our Youth.