

## **Australian Alpaca Association Ltd**

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

#### **PURPOSE**

The AYE Committee has been established in accordance with clause 13 of the Constitution of the Australian Alpaca Association Ltd. The AYE Committee is to assist the Company Directors and the National Office in promoting and facilitating youth and youth education activities and initiatives.

The Committee is to make recommendations to the Board as guided by the following Terms of Reference.

#### **TERMS OF REFERENCE**

- 1) Under the coordination of the Director/s allocated, the AYE Committee is responsible for the following activities:
  - a) Fostering the youth membership in the Company;
  - b) Implement and review as required, the system for the allocation of judges for all Company youth events, excluding Young Judging;
  - c) Liaise with the Showing & Judging Committee for the allocation of judges and development for Young Judging events & programs;
  - d) Implement and review as required, the system for new and existing Young Parader Judge training and professional development, including ongoing performance appraisal;
  - e) Recommend the appointment and/or termination of a Young Parader Judge or Apprentice;
  - f) Notify the Directors of any breach of the Judges Code of Conduct;
  - g) Developing and reviewing documentation relating to Youth Events, including Rules and Manuals for Paraders and Handler Youth Events;
  - h) Ensure that all Judges involved with Youth Events are abiding with the relevant State Government laws, surrounding Working with Children;
  - i) Assisting Youth Groups, and their Youth Event convenors, with the implementation of all Company Youth Events;
  - j) Assisting Youth Groups, and their Youth Event convenors, in ensuring that all Youth Event convenors, volunteers, committee members, youth mentor members are abiding with the relevant State Government laws, surrounding Working with Children;
  - k) Collaborate with Youth Groups for the development of, and then ongoing assistance with, youth mentor members;
  - l) Create educational, promotional and marketing strategies, for the benefit of developing youth membership in the Company;
  - m) Collaborate with the Regional Committees and Show convenors to develop and promote youth activities with the assistance of the wider member base;
  - n) Liaise with schools, in addition to other youth related Associations, for the benefit of fostering youth membership in the Company;
  - o) Circulate to the Directors, reports on meetings attended on behalf of the Company;
  - p) Reviewing matters referred by the Directors relating to Youth Events; and
  - q) Other issues as identified by the Committee and/or raised by the membership and approved by the Directors.

## **COMPOSITION**

- 2) The AYE Committee shall comprise Members of the Company:
  - a) Up to two Members from each State or Territory;
  - b) An additional Chair from any State;
  - c) Expressions of Interest are to be sought from all Members of the Company, subject to the limitations of (2a); and
  - d) Each Committee member and Chair to be approved by the Directors in accordance with sub-clause 13(d) of the Constitution.

## **TERM OF OFFICE**

- 4) The Directors retain the right to review the Role, Terms of Reference, responsibilities and membership of the Committee.
- 5) Unless the Directors otherwise determines, at least one (1) member of the Committee should be replaced each year, aligning with the Company AGM.
- 6) The Chair shall be appointed annually and may hold office for no more than three (3) consecutive years.
- 7) Any Committee member can be terminated at any time at the discretion of the Directors.
- 8) The Committee may be disbanded at the discretion of the Directors in accordance with clause 13(f) of the Constitution.

## **RESPONSIBILITIES**

- 9) The Committee, in the exercise of its responsibilities, shall conform to the Constitution and support Rules, Regulations and Codes of Conduct of the Company.
- 10) Neither the Committee, nor any of its members, shall enter into any agreement and/or contracts that are binding to the Company.
- 11) All action plans, rules, policies and protocols must be referred to the Directors prior to implementation.
- 12) Where the Committee needs to utilise National Office staff to carry out any Board approved new function or role, the Chair will discuss this with the Director/s responsible who will assign appropriate resources.
- 13) The Committee will prepare a draft AYE budget annually and make submission to the annual budget process.
- 14) The Chair must provide an annual report to the Board regarding the financial position against the budget of the AYE portfolio.
- 15) In accordance with policy, all inward correspondence, including electronic communiqués, must be referred to the National Office in the first instance.
- 16) The Company President, the CEO, or the Director/s responsible shall sign all formal outgoing correspondence, including electronic communiqués. The contact person for further reference shall also be identified.
- 17) The Charter as set out cannot be further delegated by the Committee without prior approval from the Directors.

## **COMMITTEE MEETINGS**

- 18) The Director/s responsible for the portfolio will act as the Directors representative on the Committee.
- 19) The Committee will meet in person, or by teleconference, at least four (4) times per year.

- 20) The Chair, in consultation with the portfolio Director/s, will convene meetings of the Committee.
- 21) A quorum will be eight (8) Committee members.
- 22) All meetings/teleconferences will have minutes taken. 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 the CEO within ten (10) working days of the meeting. The confirmed Minutes will be tabled at Director meetings and will be made available to the membership on the AAA website.