

**AAA– Showing and Judging Committee Charter**  
**August 2021**

**PURPOSE**

The **Showing and Judging Committee** has been established in accordance with clause 13 of the AAA Constitution. The committee is to assist the AAA Board and the National Office in promoting and facilitating showing and judging of alpacas and alpaca fleece, in the training of judges and supporting the training of convenors, stewards and exhibitors.

The committee's purpose is to make recommendations to the Board as guided by their Terms of Reference.

**TERMS OF REFERENCE**

Under the co-ordination of the AAA Director(s), **the Showing and Judging Committee** is responsible for the following activities:

- 1) Establishment of a system for the allocation of judges for all AAA shows including Royal shows (where a AAA judge has been requested). For the Australian National Alpaca show the committee may recommend judges for ratification by the Board.
- 2) The professional development of judges, including ongoing performance appraisal
- 3) The training and upgrading of judges. Where deemed necessary recommending to the Board the demotion or termination of a judge.
- 4) Participate in new judge selection and training programs
- 5) The development and review of AAA showing and judging manuals/ rules / documents
- 6) Monitoring and making recommendations for enhancements to the show component of eAlpaca
- 7) In conjunction with the Alpaca Youth Education Committee (AYEC) develop and promote the AAA Junior Judging program
- 8) Review matters referred by the Board or CEO relating to Showing and Judging
- 9) Provide to the CEO, within 10 working days, the minutes of each meeting
- 10) Circulate to the Board reports on meetings attended on behalf of the AAA
- 11) Provide or source articles for every issue of the AAA Magazine; and
- 12) Other issues as identified by the Committee and/or raised by the membership and approved by the Board.

**COMPOSITION**

The Committee shall comprise of up to nine [9] financial members of the Association. The preferred, but not essential makeup of the committee is:

- 2 experienced Judges,
- 1-2 experienced convenors,
- 2 administrators
- 2 other members with relevant expertise and experience
- The AAA Board Director(s) with responsibility for the portfolio

The Committee 'Chair' shall be recommended by the Committee from amongst Committee members, and the appointment ratified by the Board.

The Committee may be disbanded at the discretion of the Board at any time in accordance with the constitution

### **TERM OF OFFICE**

The role, terms of reference, responsibilities and membership of the Committee shall be reviewed annually by the Board in conjunction with the documentation of the annual budget. At least one member of the Committee will be replaced each year. Maximum term for a committee member is 3 years.

### **RESPONSIBILITIES**

The Committee, in the exercise of its responsibilities, shall conform to the Constitution, and supporting Regulations of the AAA.

Neither the Committee nor any of its members shall enter into any agreement and/or contracts that are binding on the AAA.

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 Board approved new function or role, the Chair will discuss this with the CEO or AAA Director(s) who will assign appropriate resources.

All formal outgoing correspondence including electronic communiqués shall be signed by the President, CEO or the AAA Director(s) responsible, the contact person for further reference shall also be identified.

In accordance with policy, all inward correspondence including electronic communiqués is to be referred to the AAA office in the first instance.

### **BUDGET**

The Committee will prepare and make submission to the annual budget process. The Chair is to provide a report to the AAA Board as to the financial status and budget reporting. The Chair must provide a report to the Board bi-annually as to the committee's financial position against budget. These reports are to be provided no later than 30 Nov and 30 April each year.

### **COMMITTEE MEETINGS**

The Director(s) responsible for the portfolio are the Board's representatives on the Committee.

The Committee will meet in person or by teleconference at least four times per year. The Chair, in consultation with the portfolio Director(s) will convene meetings of the Committee. A quorum will be 60% of the approved committee members.

All meetings /teleconferences will be minuted. 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, Director(s) responsible, and the CEO within 10 working days of the meeting. The confirmed minutes of the committee

meetings will be tabled at Board meetings and available to the membership on the AAA website.

### **ADDITIONAL WORKING PARTIES**

The Charter as set out cannot be further delegated by the Committee. However, this Committee has the power to, from time to time and as a result of a Board recommendation, create a Working Party for a specific purpose. The selection of members for the party will be a Board decision considering the recommendation from the Committee.

Guidelines and parameters will be set for each working party. The Director assigned to the portfolio area will write in conjunction with the AAA National Office, the guidelines and seek Board endorsement. The guidelines will include a budget if necessary and will be aligned to the AAA financial policy.

All action plans, rules, policies and protocols will be referred to the Board for adoption prior to implementation.

In accordance with AAA Constitution the Board may at any time revoke any delegation of power to a committee.