



Market Access and Trade Committee Charter

PURPOSE

The **Market Access and Trade Committee** has been established in accordance with Clause 13 of the AAA Ltd Constitution. The Committee's purpose is to assist the AAA Board and the National Office in promoting and facilitating the sale of alpacas, alpaca fleece and alpaca related products nationally and internationally.

TERMS OF REFERENCE

Under the co-ordination of the AAA Director(s) the **Market Access and Trade Committee** is responsible for:

- 1) Liaising with Government including –
 - a) Identifying and creating relationships that will assist the AAA to advocate to government on trade issues. The Committee may make recommendations to the Board regarding appropriate policy directives which the Board will then determine;
 - b) Regarding the protocols for exporting and importing alpacas;
 - c) Regarding the export of alpaca fleece, product and meat; and
 - d) Through proactive advocacy, highlighting concerns and gaining support to grow the alpaca industry.
- 2) Fibre Market Development including –
 - a) Revising and renewing the AWEX contract every three years;
 - b) Revising the Classing Code of Practice Manual every three years;
 - c) Facilitating the training of Alpaca Classers with training providers; and
 - d) Promoting the collection, classing and selling of alpaca fleeces to Australian mills and through alpaca fleece collection agencies;
- 3) Export and Import of alpacas including –
 - a) Liaising with other countries and alpaca associations to ensure the Australian alpaca industry is well-placed to promote import and export of alpacas; and
 - b) Consulting with alpaca breeders and import/export agents to ensure that their import and export successes and concerns are recorded and acted upon to benefit the alpaca industry.

COMPOSITION

The Committee shall comprise up to five (5) financial members of the Association. The preferred, but not essential, make-up of the committee is:

- Two members with experience of export of live alpacas
- One member with experience of export of alpaca fleece
- One or more general members with some relevant expertise and experience
- The AAA Board Director/s with responsibility for the portfolio.

The same member may have experience in both live animal export and fleece export.

The Committee Chair shall be appointed for a period of two years and may be either:

- a) recommended by the Committee from amongst Committee members and the appointment ratified by the Board; or
- b) appointed directly by the Board.

The Committee Chair shall be assigned the email address – MATCChair@alpaca.asn.au and must use that address exclusively for email correspondence relating to the work of the Committee.

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 Committee's annual report to the Board. ~~Maximum~~ The Board shall review the tenure of a committee member no later than three years after that member's appointment to the Committee. term for a committee member (other than the AAA Director/s) is three (3) years.

RESPONSIBILITIES

In the exercise of its responsibilities, the Committee shall conform to the provisions of the Constitution and supporting Rules, Regulations, Policies and Procedures, Code(s) of Conduct and this Charter.

All action plans, policies, representations or protocols intended to be made by the Committee to AAA members, Government or any other organisation must be referred to the Board for adoption prior to submission or implementation.

Neither the Committee nor any of its members shall enter into any agreement and/or contract or give any undertaking that is or purports to be binding on the AAA.

Where the Committee needs to utilise National Office staff to carry out any Board approved function or role, the Chair will discuss this with the AAA Director/s who will assign resources as appropriate.

All formal outgoing correspondence including electronic communiques shall be signed by the President or the AAA Director/s. The contact person for further reference shall also be identified in such communiques.

The Committee shall give a written report to the Board outlining its activities and achievements for the preceding twelve months by 31 October each year.

The AAA Director/s shall be copied in on all communiques, whether formal or informal, sent by any member of the Committee in their capacity as a Committee member.

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

COMMITTEE MEETINGS

The AAA Director/s responsible for the portfolio are both the Board's representative(s) on the Committee and full member(s) of 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 three (3) committee members.

All meetings/teleconferences will be minuted. The Minutes of each meeting detailing activities undertaken under the Committee's responsibility will be forwarded to each Committee Member and the National Office 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.

NO POWERS OF DELEGATION

Responsibilities as set out under this charter cannot be further delegated by the Committee.

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