



Herefords Australia National Youth Committee Charter

Document Purpose

This Charter provides a summary of the role of the Herefords Australia National Youth Committee, its structure, its responsibilities, the mode of fulfilling its responsibilities and its interaction with Herefords Australia Board and management.

Committee Purpose

The Herefords Australia National Youth Committee (committee) is responsible for the development of programs aimed at strengthening youth participation and engagement with the Hereford breed. The primary focus is capacity building initiatives, including the annual Herefords Australia National Youth Expo and fundraising activities in support of the Expo.

Committee Responsibilities

Development of an annual youth engagement plan (inclusive capacity building objectives, activities, and resourcing)

Development of the annual Herefords Australia National Youth Expo program and supporting project plan, budget, and risk assessment for approval of the Herefords Australia board

Activities in support of a successful Youth Expo including:

- Monitoring and reporting progress to plan and budget
- Securing financial and in-kind support from sponsors
- Identifying work streams and/or resources required to ensure the successful Expo
- Post Expo survey and project review

Identification and execution of fundraising activities in support of youth program

Committee composition

- The committee comprises a chair, treasurer, and a minimum of 5 (maximum of 10) committee members
- The committee secretariat is the Herefords Australia National Youth Coordinator, with committee secretariat duties forming part of the employee's position description

- A Herefords Australia director (assigned Youth Liaison responsibilities) is not a committee member but is available to provide support to the committee chair and secretariat

Committee member terms

- A committee term is 2 years, with a maximum of three, 2-year terms
- Eligible youth members nominate for the committee (in the month immediately after the annual Expo)
- A panel (comprising one Herefords Australia board director, one delegate of the Herefords Australia board and incumbent committee chair) review and confirm eligible nominations
- In the event that the number of eligible applications exceeds the number of open committee positions, a selection panel (comprising one Herefords Australia board director, one delegate of the Herefords Australia board (e.g., HAL staff member) and incumbent committee chair), will determine committee membership. The selection panel will be guided by considerations such as such as age, location and background of applicant and current committee composition.

Committee eligibility requirements

- Current financial youth members who are over 16 years of age at the time applications open are eligible to apply for the committee
- Current financial youth members who are over 18 years of age at the time applications open are eligible to apply for a position within the committee

Committee positions

- There are two committee positions. These being committee chair and committee treasurer
- Committee members vote on and select the positions of chair and treasurer
- The term for committee positions is 1 year, with the positions vacated and voted upon by members at the first committee meeting held post the annual Expo

Role of chair

- Responsible for setting meeting agenda (with support of secretariat);
- Ensuring the business of the meeting is dealt with effectively and efficiently;
- Ensuring committee decisions or recommendations are consistent with the company's purpose and values and are for the best interests of the company and the youth program;
- Encouraging participation in deliberations by all committee members so that the benefit of each member's perspectives and contribution can be shared and considered;
- Setting standards of behaviour and engagement at committee meetings and discouraging behaviour inconsistent with those standards;

- Maintaining the meeting's focus on the agenda and other priority matters;
- Keeping the meeting's focus on the subject matter to hand.

Role of treasurer

- Responsible for general financial oversight of the Expo and other committee activities, including fundraising;
- Responsible for record keeping and banking (as required);
- To monitor and report progress against agreed budget;
- To provide input into HAL financial planning and budgets for youth programs.

Role of committee members

- Responsible to undertake any necessary preparation prior to the meeting;
- To keep an open mind;
- To listen to the opinions of others;
- To participate;
- To ask questions to clarify understanding;
- After the meeting, to undertake any agreed action and brief others as appropriate.

Role of committee secretariat

- Responsible for working with chair to set meeting agenda;
- Setting up meeting (virtual or physical);
- Managing committee processes – includes preparation of committee papers and circulation of agendas, preparation and circulation of meeting minutes, preparation of discussion papers, proposals for the committee;
- Supporting chair - as required - to ensure smooth functioning of meetings; may include timekeeper support; reiterating key points or items to be advised or recommended to the Board

Access to information and advice

- The committee may obtain information on request through HAL staff as it considers necessary for the performance of its role and responsibilities.
- The committee may obtain such other information, advice, and support as it considers necessary for the performance of its role and responsibilities, subject to obtaining the prior approval of the HAL Board as to any costs to be incurred in obtaining that information or advice.

Delegations of authority

- **The committee is authorised to make decisions with respect to:**
 - Expo program
 - Expo catering
 - Expo uniform
 - Expo sponsors
 - Expo resourcing (including volunteers (subject to completion of any compliance checks))
- **The committee seeks the approval of the HAL Board (or its delegate) with respect to:**
 - Expo entry terms and conditions
 - Expo project plan and budget
 - Expo timing and location
 - Expo marketing and promotion
 - Sponsorship agreements
 - Scholarship programs and agreements
 - Schedule of fundraising activities
 - Capacity building initiatives not defined within the scope of the charter

Standard committee procedures

- The committee must meet at least six times each year and more frequently as required.
- A quorum for committee meetings will be at least 50% of the member representatives, and the chairperson
- When formulating the program, the committee will ensure that the views of all members will be sought and respected on the matters under review.
- The committee will endeavour to make its decisions by consensus. If a consensus decision is not possible and a matter is voted on, a decision of the committee will be effective if passed by a majority of those members present and voting on the matter.
- The committee may meet in person or by telephone or other means of audio or audio-visual communication, or any combination of these.
- The committee will arrange for minutes of its meetings to be prepared and will provide members with copies within two weeks of each meeting.
- The board will be provided with copies of meeting minutes at the next available board meeting

- Agenda and briefing papers will be despatched at least 3 days prior to meetings. All substantive agenda items for each meeting must be accompanied by written papers.

Meetings and conduct

- Each committee member agrees to attend all routinely scheduled meetings.
- A member who fails to attend more than 2 consecutive routinely scheduled meetings without prior approval of the chair is liable to be requested by the chair to resign from the committee and shall not challenge the request. In such circumstances the company shall direct in what manner the vacancy shall be dealt with.
- It is the duty of each committee member to constructively discuss matters before the committee.
- In doing so, each committee member agrees to address committee business in a professional, dignified, respectful, non-aggressive, non-discriminatory, and impersonal manner.
- Members are to respect the confidential nature of committee discussions and deliberations.
- Members are expected to actively participate and refrain from use of social media and messaging services during meetings.
- Consumption of alcohol is discouraged during meetings.
- In event of a breach of conduct, each committee member understands they are liable to be asked to leave the meeting by the chair which must be minuted.
- Should the chair require any member to leave the committee meeting on more than two occasions under this provision, the chair will escalate to HAL Board, who may request the member to resign from the committee and not challenge the request.
- Consumption of alcohol - for those committee members of eligible age - is permitted when attending Herefords Australia Youth events. Members are reminded they represent the Herefords Australia National Youth Committee at such times and to consume responsibly.

Committee charter review

- The Board may review the committee charter from time to time to keep them up to date and consistent with the committee's role and purpose