

ASA EMERGING LEADERS SHARE BEST PRACTICES GUIDING PRINCIPLES

1 October 2022

OVERVIEW

1. Project Background and Description

i This was identified as a key project to support growth for ASA Emerging Leaders during the strategic planning process in March 2022. The project will start by identifying which templates, tools, and best practice guides would be the most impactful to build and share. It is also suggested that prior to creating new guides, that existing ASA tools be reviewed and catalogued, along with those which may be available from individual shows, especially Royals.

Note: there is a similar ASA project, "Ag Show Management Tools," that is seeking to put together the top 50 guides as requested by its members. **This project could come before or after the ASA project but should be coordinated with that project to avoid duplication of effort.**

2. Project Purpose & Objectives

i The purpose of this project is to share information, best practices, contacts, tools, and templates amongst NextGen members across Australia, to take information out of silos and create efficiencies, improve problem-solving, and build community. This project will allow those who need help or advice to find it and/or to connect with those who can provide that help or advice.

3. Project Scope

i This project is focused on supplying the most universally needed best practice guides with the expectation that this project creates a library of around 10 different templates, tools, or guides that are usable by a majority of NextGen members. The first look will be to source and update already available information, but if any are not able to be sourced, they would need to be created as part of this project.

As part of the project the guides will be made available to all NextGen members, organised and promoted so that members know that they are available and can easily find them, with anon-going maintenance plan to keep them fresh and accurate.

It is critical that any changes to relevant documents, guidelines, or regulations must be approved by each state's insurers for approval and to ensure continued coverage.

4. Deliverables

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- Creation of the top 10 templates, tools, and best practice guides as determined by NextGen members
 - Approval by all states' insurers for any that might impact coverage.
 - A database/portal with the top 10 templates, tools, and best practice guides stored and accessible to and downloadable by NextGen members, to include the tool name and short description. Ideally the database should be able to track number of downloads by guide (site metrics).
 - Messaging to members about the availability of the templates, tools, and best practice guides

- Training created and delivered to NextGen members on how to search, access, and download the templates, tools, and best practice guides
- A recommended process for review and update of the guides

5. Implementation Plan and Timeline



Month 1:

- Work with ASA Emerging Leader members to determine the most impactful best practices guides. Consider creating and delivering a survey to NextGen members to determine top 10 most needed templates, tools, or best practice guides.

Month 2:

- Search for the top 10 from available AgShow sources – ASA, Royals, State Bodies, etc. Consider using communication channel to request necessary guides. Review guides to ensure content is relevant and up to date

Months 3-5:

- Create any templates, tools, or best practice guides that cannot be found elsewhere.
- Send relevant templates, tools, or guides to all states' insures to ensure they comply with insurance standards and that coverage would remain intact.
- Utilise the communications channel or ASA website to house the guides

Month 6:

- Create catalogue of top 10 guides – include guide name and short description
- Upload to searchable database or portal that can be accessed by members
- Create messaging and training for NextGen members

APPROVAL AND AUTHORITY TO PROCEED

We approve the project as described above, and authorize the team to proceed.

Name	Title	Date

Approved By

Date

Approved By

Date