



ASA EMERGING LEADERS COMMITTEE

I. TERMS OF REFERENCE (CHARTER)

The *Terms of Reference* document describes the purpose, scope, and authority of the Agricultural Shows Australia (ASA) Emerging Leaders Committee (ASAEL). The ASAEL is a Committee of the ASA Board. "Emerging Leaders" encompasses the 18- to 40-year-old age group and embodies the sustainability of the agricultural show movement across Australia.

II. ORGANISATION NAME:

ASA Emerging Leaders Committee (ASAEL)

III. OBJECTIVES:

The ASAEL operates as an advisory committee to the Agricultural Shows Australia (ASA) Board of Directors. The ASA Board's Next Gen Directors serve as Members of the ASAEL Committee. The Committee is comprised of an ASA Board-appointed Chair, ASA Next Gen Directors (two), representatives from each State/Territory Next Gen organisation, and the prior year's Rural Ambassador winner and runner up.

The purpose of the ASAEL is to sustain the future of agricultural shows through a next-generation approach built on the pillars of sharing, growth, and connection. Practically this encompasses the following:

1. Providing a central point within ASA to ensure there is coordination of all relevant Emerging Leaders activities;
2. Advocating for Emerging Leader opportunities, benefits, and activities at a national level;
3. Working with ASA on relevant project or advisory activities;
4. Working alongside ASA in supervising, coordinating, communicating, and reviewing the annual ASA Australian Young Farmer Challenge (AYFC) and Final;
5. Coordinating and participating in designated national activities and events, such as the Emerging Leaders Forum; Supporting the bi-annual conference, per discussions with conference hosts
6. Encouraging and providing opportunities for Emerging Leaders to connect, network, learn, develop, and grow;
7. Seeking opportunities to identify sponsors, partners, grants, and funding;
8. Reviewing performance and updating the ASAEL Terms of Reference and relevant budgets;
9. If required, having the ASAEL Terms of Reference and associated budgets approved by ASA each year;



10. Ensuring that all key stakeholders receive relevant communication

IV. MEMBERSHIP:

The ASael will consist of:

1. One ASA Board appointed Chair
2. Two ASA Next Gen Directors
3. Up to one representative per ASA member (up to two per state). Where a State/Territory has only one (1) ASA member Emerging Leaders group, that group may be invited to nominate a second representative Member.
4. The Chair, Next Gen Directors, and Representative Members must be standing executive members of their State/Territory representative bodies, with reportability to those bodies.
5. Prior year's National Rural Ambassador Competition Winner and Runner up
6. ASA Executive Officer & ASA nominated personnel as ex officio Members
7. Approved ASA member youth initiatives staff members as non-voting Members

The Chair and Next Gen Directors comprise the ASael Leadership Team.

The membership of the ASael must be actively involved with their State/Territory Next Generation bodies.

An accurate and up-to-date record of the Members of the ASael will be supplied to the nominated ASA personnel who will maintain it in the central register of members.

V. GOVERNANCE/ADMINISTRATION

A. CHAIR APPOINTMENT PROCESS

1. The ASael nominates a Chairperson who is ratified by the ASA Board and will be reviewed and re-ratified by the ASA Board annually.
2. Prior to the end of the current Chair's term, new Chair candidates may be nominated by Committee Members, the ASael Leadership Team, or self-nominated. The ASael Leadership Team reviews the nominations and selects and proposes a Chair candidate to the ASael Members. The Members vote to nominate that person as Chair. In the event that the candidate does not receive majority vote, the Leadership Team proposes another Chair candidate for Member vote. This process continues until a candidate receives majority vote and is nominated to the ASA Board for ratification.
3. The Chairperson may be a Director of ASA or someone with extensive experience and knowledge in the operations of competitions at agricultural shows.

B. TERM LIMITS

1. The ASAEL Chair shall serve a two (2) year term, with the opportunity to renew one (1) time
2. As the ASAEL was specifically formed to represent Emerging Leaders, any Chair over the age of 40 may serve out his or her term, but cannot serve a subsequent term.
3. There are no term limits for other Members, as they are nominated by their state/territory NextGen bodies. Age limits apply to Members and whether or not a Member may serve out his or her term after reaching 40 is based on the policies of the state/territory body the Member represents.

VI. ROLES AND RESPONSIBILITIES

A. DUTIES OF THE CHAIR

1. Chair ASAEL meetings;
2. Conduct the business of the ASAEL, including overseeing the execution of the organisation's strategic plan;
3. Manage the ASAEL Committee and provide leadership for the decisions it faces;
4. Oversee the operations of the ASA Australian Young Farmer Challenge National Competition and final in conjunction with the Host State and will have the authority to act to ensure the adherence to the rules and guidelines of the Competition;
5. Facilitate the orientation of new ASAEL Members;
6. Ensure the ASAEL Terms of Reference and Member Roles and Responsibilities are reviewed annually and understood by Members;
7. Manage the ASAEL calendar;
8. Represent ASAEL at public events.
9. The Chair may delegate responsibility for any of these duties to any suitably experienced person.

B. DUTIES OF THE GENERAL MEMBERS

1. Be aware of and act in accordance with ASAEL Terms of Reference and ASAEL Member Duties;
2. Take on leadership roles in delivering the outcomes of the ASAEL Committee and its strategic plan;
3. Organise and participate in designated ASAEL programs at a national level, such as including but not limited to the Young Farmers' Challenge competition and the National Next Gen Forum. Each year the committee will reflect and set their activities;

4. Prepare for and participate in all ASAEL meetings; if unable to participate, notice requesting a leave of absence must be provided in writing prior to the meeting and a proxy should be put forward to attend. State/territory representative bodies will be informed if a Member or their proxy fails to attend 50% of meetings in a rolling 12-month period. It will be up to the state/territory to decide whether to retain or replace the current representative Member;
5. Take an active role in at least one strategic initiative project;
6. Keep the ASAEL Chair apprised on any relevant matters from their state/territory Next Gen group;
7. Provide direction and feedback on National ASAEL and ASA programs, from the perspective of their representative State/Territory group.
8. Seek opportunities to identify sponsors/partners;
9. Produce reports, information, and resources for the ASAEL (where required).
10. Assist, where possible, in making introductions to key connections that may advance ASAEL programs, such as Young Farmer Challenge National competition sponsorship;
11. Respond to all correspondence in a timely manner and within deadlines;
12. Actively convey the benefits of Next Gen membership;
13. Act as a spokesperson for ASA, ASAEL, and Next Gen and represent these bodies locally, regionally, and nationally, as required;
14. Participate in, promote, and support all ASAEL events;
15. Annually review her/his time commitment to ASAEL to affirm commitment to performing her/his duties efficiently and effectively as a Committee Member. Should they be unable to commit to the obligations of being a Committee Member, to then identify appropriately skilled delegates to recommend to their Sub Chamber.

C. GENERAL RESPONSIBILITIES (CHAIR & ALL MEMBERS)

1. Solid understanding of the ASAEL Terms of Reference, Strategic Plan, and expectations of its Chair and Members;
2. A genuine interest in the agricultural show movement and developing emerging leaders in agriculture;
3. Demonstrated involvement in and understanding of their representative body and Next Gen committee;
4. Ability to work collaboratively with other Members;
5. Effective communication and organisational skills;
6. Attuned to the interests of local Next Gen members;
7. Convey a positive image for ASA and ASAEL.

VII. GENERAL MEETINGS

A. PROCEDURE AT MEETINGS

1. Meetings shall be chaired by the ASAEEL Chair, or where the Chair is unavailable, an appointed ASAEEL Member.
2. Prior notice of regular Committee meetings, together with an agenda and any supplementary materials, shall be given to all Members at least fourteen (14) business days in advance.
3. Any Member may submit items for the agenda by sending the Chair a notice describing such items at least five (5) business days prior to the scheduled meeting date.
4. The Chair may invite or allow observers at any meetings of the ASAEEL who have knowledge, experience, or interest in the purpose of the ASAEEL.
5. Attendance will be taken at the beginning of every meeting. 50% Member attendance, including the Chair, represents quorum.
6. Members may participate from separate locations by means of conference telephone or other communication equipment which allows those participating to hear each other and shall be entitled to vote or be counted in the quorum accordingly.
7. The Chair, Next Gen Directors, State/Territory Representatives, and Rural Ambassador & Runner up will be eligible to vote on any resolutions and motions put forward during ASAEEL meetings, however observers, ex-officio, and co-opted participants will not have voting rights. In the case of votes directly related to state-based activities (e.g., conference location), the Rural Ambassador and Runner-up are excluded from voting.
8. The Committee shall reach decisions on any issues in question by a simple majority Member vote, assuming quorum has been reached. If the numbers of votes for and against a certain proposal are equal, the Leadership Team members have the casting votes.
9. The Committee must ensure that clear and accurate meeting minutes are maintained to record the decisions of the Committee, including the key deliberations, rationale for each decision made, and any significant concerns or dissenting views. If a Member quorum is not reached, the meeting "notes" must be circulated to all absent ASAEEL Members for their endorsement. Once approved, the "notes" become the official "minutes."
10. All minutes and decisions of the Committee are to be reported to the ASA Board within one week of the Committee meeting by the two ASA Next Gen Directors for noting, ratification, and action, if required.
11. The ASAEEL will report to the ASA Board and where appropriate to the Host State undertaking the current National AYFC Finals.



12. Except as otherwise stated in this Terms of Reference, the ASAEL shall determine its own procedures.

B. REGULAR MEETINGS

1. The ASAEL should meet at least four (4) times annually. Voting for the new Chair and establishing the ASAEL budget request will be part of one of these regular meetings.
2. Additional Board meetings shall be convened at the written request of the Chair or of at least two (2) other Members.
3. Members are expected to attend all Board meetings or to appoint a proxy to attend and participate on his/her behalf.

C. SPECIAL MEETINGS

1. The Chair may call a special meeting at her/his discretion, wherever possible providing at least one (1) week notice to Members. If less than one (1) week notice is provided, it does not count against any Members unable to attend.

VIII. FINANCIAL MANAGEMENT AND CONTROL

A. APPLICATION OF FUNDS AND ASSETS

1. ASAEL should request budgeted funds from ASA by the end of November to be included in the ASA budget for the following year (Jan-Dec). Budget requests should be accompanied by a statement on why the funds are needed, how they will be used, and the benefits to ASA and/or ASAEL.
2. ASA may provide non-budgeted financial support for the ASAEL upon receipt of a compelling case.
3. ASA will provide the resources for the running of ASAEL meetings.
4. ASA will provide support for the AYFC National Final, e.g., prize money, support for the Host State, communications and media support as approved in the ASA annual budget.
5. The ASAEL must not make or incur any financial commitments without prior approval of the ASA Board.

B. INDEPENDENCE AND CONFLICTS OF INTEREST

1. Members of the ASAEL shall at all times act in the best interests of the Committee and ASA.
2. If a Committee Member finds themselves with a conflict of interest, they shall immediately disclose this to the ASAEL Chair. The Chair will determine if

the Member should be removed from any meetings discussing the matter in conflict.

3. If the conflict of interest is confirmed by the Chair, the Member may not under any circumstances participate in the voting on that matter.

C. ACCOUNTS

1. The Committee shall keep clear and accurate records of how funds are spent and produce acquittal reports for all funds received from ASA in the form requested by the ASA board.

D. FINANCIAL YEAR

1. January to December, as per the ASA Board.

IX. AMENDMENTS TO THE TERMS OF REFERENCE

1. This Terms of Reference document will be reviewed annually by the ASAEL with any changes to be ratified by the ASA Board and is effective from 1 November 2022 and will be ongoing until terminated by agreement between the ASA Board and the ASAEL.
2. This Terms of Reference may be amended, varied, or modified in writing after consultation and agreement by the ASAEL and the ASA Board.

X. DISSOLUTION OF COMMITTEE

1. The ASAEL can and should be dissolved when it is not performing the core functions for which it was established or when another committee fulfills its function.
2. ASAEL may request to the ASA board to dissolve the committee, including rationale for dissolution.
3. Dissolution may occur only by vote of the ASA Board, per their resolution procedures.