

# **World Angus Forum Organising Committee**

## **Terms of Reference**

### **Role**

To provide guidance and assistance to Angus Australia in planning, promoting and conducting the 2021 World Angus Forum in Australia.

### **Membership**

The Organising Committee will consist of at least four (4) individuals, to be appointed by the Board. These individuals may be either Directors, or non-Directors, with an interest in assisting with the organisation, promotion and conduct of the 2021 World Angus Forum. Membership of the Committee may change over time, but with the objective of maintaining a degree of continuity during the leadup to the Forum.

It is expected that Angus Australia Marketing, Communication and Youth Manager and representative of the professional conference organisation company engaged by Angus Australia to conduct the Forum will be members of the Organising Committee.

### **Chairman**

The Angus Australia Board will appoint a Chairman of the Organising Committee from members of the Committee.

### **Secretary**

The Angus Australia CEO or his/her delegate will be the Secretary of the Organising Committee.

### **Other attendees**

In consultation with the CEO, the Committee Chairman may invite participation of additional individuals to contribute to the Committee's proceedings as deemed necessary.

### **Quorum**

A quorum will be three (3) Committee members.

### **Meetings**

Committee meetings will be held as often as deemed necessary by the Committee or as required by the Board or Chief Executive Officer. Meetings may be face-to-face or by teleconference, as required.

All reasonable travel expenses (e.g. flights, accommodation) to attend face-to-face meetings will be covered by Angus Australia.

### **Responsibilities**

The Committee shall make recommendations to Angus Australia on planning for the 2021 World Angus Forum and associated activities, including venue(s), program, pre- and post-Forum events and tours, sponsorship and partnership arrangements, marketing and promotion etc.

Consider and provide recommendations to the Chief Executive Officer and Board on all other aspects associated with ensuring an affordable and highly successful event.

### **Reporting procedures**

The Secretary shall provide draft minutes of the Committee meetings to the Committee Chairman for approval before distribution to the Board.

The approved minutes, including any recommendations, will be considered at the subsequent Angus Australia Board meeting.