

World Angus Forum Organising Committee

TERMS OF REFERENCE

ROLE

To provide guidance and assistance to Angus Australia in planning, promoting and conducting the 2025 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 2025 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.

The Angus Australia Chief Executive Officer & Marketing & Communications Manager will be members of the Organising Committee. In addition the Angus Australia Marketing Assistant will normally attend the committee meetings and if required other Angus Australia staff members (or a contractor of Angus Australia) may attend the Organising Committee meetings.

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 electronically, 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 2025 World Angus Forum and associated activities, including venue(s), program, pre- and post- Forum events and tours, youth events, 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.

