

## **4-H Alberta Provincial Equine Advisory Committee (PEAC) Terms of Reference**

### **Name**

The name of the committee shall be “4-H Alberta Provincial Equine Advisory Committee” or “PEAC”.

### **Mission**

To promote and enhance the 4-H equine projects in Alberta

### **What is the Provincial Equine Advisory Committee (PEAC)?**

- PEAC is an advisory committee comprised of individuals who collectively share in the responsibility of developing a comprehensive communication system regarding 4-H equine projects in Alberta.
- PEAC advocates for the concept of 4-H learning techniques and believes that learning, networking, and communicating through a provincial network improves the 4-H club experience for members and leaders.
- PEAC serves as an advisory body to the 4-H Branch of Alberta Agriculture and Rural Development. Programming and resources for the equine project will be developed with guidance from PEAC. Policies, guidelines and project specific rules and regulations for the 4-H equine projects in Alberta are written by the 4-H Council of Alberta in consultation with PEAC. Suggested policies may be drafted by PEAC and presented to the 4-H Council of Alberta for discussion and final approval.
- PEAC works to promote and enhance the 4-H equine projects, programs, and opportunities available within Alberta, while addressing the needs of 4-H members. PEAC works to increase an awareness of all equine projects offered throughout the province while representing 4-H Alberta’s position to the Alberta equine industry.
- PEAC serves as a communication link between 4-H regions, the 4-H Branch of Alberta Agriculture and Rural Development, and the 4-H Council of Alberta.

### **Roles and responsibilities of Regional representatives to PEAC:**

- Accurately represent your region’s views on issues, concerns, and/or suggestions that will be discussed at PEAC meetings. This may be accomplished by in person meetings, phone calls or emails.
- Attend a minimum of two (2) meetings per year.
- Forward agenda items as requested and come prepared to meetings, read documents circulated in advance.
- Confirm attendance within the timeframe requested. If unable to attend, provide the name of the alternate who will be in attendance within the requested timeframe

- To be an active participant on a minimum of one (1) sub-committee **and** to be involved in the planning and delivery of the Provincial Equine Leaders Forum (PELF).
- To promote PEAC, it's goals and activities to your region.
- Stay current on equine industry issues and communicate facts about these issues to 4-H members and leaders in your region, and the rest of the members of PEAC.
- To represent 4-H Alberta's position to the Alberta Equine Industry.
- Promote effective teamwork among PEAC members.

### **Meetings**

- There will be a maximum of four (4) meetings per year. **Most years PEAC meets three (3) times per year.**
- The annual meeting of PEAC shall be the first meeting held after the Annual General Meeting of the 4-H Council of Alberta (spring). The Election of Officers shall take place at this meeting.
- Special meetings may be called as needed, by the chairman. The minimum notice of special meetings shall be one (1) week. Notice of the special meeting will be by telephone, fax or e-mail.
- All meetings are open to individuals interested in the 4-H Equine Project.
- Minutes are posted on the 4-H web-site ([www.4h.ab.ca](http://www.4h.ab.ca)).

### **What costs are covered for regional representatives attending PEAC meetings?**

- Round trip mileage will only be covered for a maximum of two (2) representatives per region. Preference is given to elected representatives or their alternates. Meal(s) will be provided, as arranged by 4-H Branch staff.
- One meeting per year may include overnight accommodation, meals (as determined by the nature of the meeting), and round trip mileage. All arrangements will be made by the 4-H Branch staff.
- Flights and car rentals can be arranged by the 4-H Branch staff in lieu of driving, for PEAC representatives from the Peace Region.

### **PEAC Activities**

- **4-H Provincial Equine Leaders Forum (PELF)** - All PEAC members are expected to be involved in planning, organizing and delivering the PELF program, held biannually in February at the Alberta 4-H Centre.
- **Mane Event**– PEAC members are requested to represent PEAC and 4-H Alberta at a booth during this annual event.
- **Clinics** – To ensure that PEAC members remain current with industry standards, trends, and methods clinics may be organized exclusively for PEAC committee members.

- **Research and Development Trips** - PEAC strives to offer members of the committee an opportunity to travel to and attend an educational session out of province approximately every two (2) years. Costs will be determined dependant on the destination of the trip. Every effort will be made to keep these opportunities at a reasonable cost.

### Subcommittees

- **Communication**—A group of PEAC members responsible for sending articles to the 4-H Alberta Magazine and horse industry magazines and newspapers.
- **Standing Committees** - A standing committee, with a chairman, will be formed for each of the on-going projects of PEAC. Currently these committees are:
  - 4-H Alberta Provincial Horse Classic
  - 4-H Alberta Provincial Horse Show
  - Provincial 4-H Alberta Equine Clinics
  - PEAC Terms of Reference Review
  - Industry Project Review
  - 4-H Equine Project Resource Review
- **Ad hoc committees** – participation is by personal choice of the PEAC member. Once on a committee, it is expected that you will meet in person, by conference call or by email. Conference calls can be arranged by contacting the 4-H Branch representatives to PEAC. Proposals brought forth by an ad hoc committee to PEAC are to include a budget where appropriate.

### Membership

- Voting membership of PEAC is open to two (2) designated 4-H representatives, elected or appointed from each of the seven (7) regional equine committees or Regional Councils. The voting representatives will be identified at the beginning of each meeting.
- Non-voting members of PEAC shall be:
  - a. The alternates of the designated representatives of each region, unless the designated representative is not in attendance, or has transferred voting rights to them.
  - b. A maximum of three (3) committee members at large, including representatives from 4-H as well as organizations or companies outside of 4-H.

To become a PEAC member at large, interested non-4-H parties must submit a letter of intent and a short biography/resume. The PEAC executive may conduct an interview before making recommendations to PEAC membership. There will be a formal vote on acceptance, at the next regularly scheduled PEAC meeting. The prospective member at large will be contacted by email, fax or postal mail with the result of the vote.

The member at large will be approved for a one (1) year term to a maximum of three (3) terms.

- c. One (1) liaison representative from the 4-H Council of Alberta. If the 4-H Council of Alberta does not appoint a representative, a PEAC member will be appointed as liaison to the 4-H Council of

Alberta. As liaison, this member will report and carry views, concerns, and suggestions between the two groups.

- d. One (1) liaison representative to the Alberta Equestrian Federation (AEF), unless the representative is a designated voting representative of a Region. This person shall act as a liaison between AEF and 4-H Alberta. The PEAC member will represent 4-H Alberta views, concerns, suggestions at the AEF meetings and will report to PEAC the activities and concerns of AEF. This individual is elected or appointed for a two (2) year term to a maximum of two (2) terms.
  - e. A maximum of two (2) representatives appointed by the 4-H Branch, Alberta Agriculture and Rural Development.
  - f. The Past Chair of PEAC, unless continuing as a designated voting representative of a region.
- All meetings are open to individuals interested in the 4-H Equine Project.

### **Voting Privileges**

- a. Each designated regional representative has one (1) vote. Each region shall have a maximum of two (2) votes.
  - i. Regional representatives have the responsibility to exercise their vote if they are in attendance.
  - ii. The regional representative may transfer this responsibility should they leave before the conclusion of the meeting.
  - iii. The regional representative may transfer this responsibility to their alternate if they believe they are in a conflict of interest situation.
  - iv. If the designated regional representative is not in attendance, their alternate will have voting privileges.
- b. If the Past Chairman continues to be the region's designated representative, they have one (1) vote as a regional representative.
- c. If the Past Chairman is *not* the designated regional representative, they may sit as a non-voting member of PEAC.

### **Officers**

- The officers shall be Chairman, Vice-Chairman and Recording Secretary.
- The Chairman of PEAC shall be elected from the voting membership of PEAC.
- The election of officers shall take place at the Annual General Meeting.
- Terms of Office:
  - a. The chairman shall be elected for a two (2) year term to a maximum of two (2) terms.
  - b. All other executive positions are one (1) year term to a maximum of three (3) terms.
- Duties of Officers:
  - a. The Chairman shall:
    - i. Chair PEAC meetings.
    - ii. Prepare the agenda for each meeting in cooperation with a 4-H Branch representative.
    - iii. Be knowledgeable about 4-H equine program policies.

- b. The Vice-Chairman shall fulfill the role of chairman when the chairman is absent.
- c. The Recording Secretary shall:
  - i. Record the minutes of the PEAC meetings.
  - ii. Prepare the minutes and forward to a 4-H Branch representative for distribution.

### **Quorum and Voting**

- A quorum consists of five (5) regions represented and at least fifty (50) percent of voting members present.
- Voting Procedures at Regular Meetings.
  - a. Voting on regular motions shall be done by a show of hands unless otherwise decided by a carried motion.
  - b. Voting on Election of Officers shall be done by secret ballot.
- A telephone, fax or e-mail vote may be required when it is difficult to bring committee members together for decisions requiring immediate committee attention. Such a vote requires a motion and second. The chairman shall then contact voting members of the committee by phone or email to explain the subject and obtain their vote on that motion. The results of the vote shall be distributed to each committee member through the email, fax or postal mail.

### **Amendments to the Terms of Reference**

- Terms of Reference are to be reviewed every two years (odd numbered years) by the Terms of Reference Review Committee. Recommendations will be presented at the annual meeting of the 4-H Alberta Provincial Equine Advisory Committee (PEAC) for questions and a vote of approval.
- Suggested changes to the terms of reference will be included with the agenda for the meeting.
- After discussion, the motion to accept the amendments/additions must include the date that the revised by-laws will become effective.
- A simple majority vote is required to pass the motion.