

4-H Alberta Provincial Beef Advisory Committee (BAC) Terms of Reference

Name

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

Mission

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

What is the Provincial Beef Advisory Committee (BAC)?

- BAC is an advisory committee comprised of individuals who collectively share in the responsibility of developing a comprehensive communication system regarding 4-H beef projects in Alberta.
- BAC 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.
- BAC serves as an advisory body to the 4-H Branch of Alberta Agriculture and Rural Development. Programming and resources for the beef project will be developed with guidance from BAC. Policies, guidelines and project specific rules and regulations for the 4-H beef projects in Alberta are written by the 4-H Council of Alberta in consultation with BAC. Suggested policies may be drafted by BAC and presented to the 4-H Council of Alberta for discussion and final approval.
- BAC works to promote and enhance the 4-H beef projects, programs, and opportunities available within Alberta, while addressing the needs of 4-H members. BAC works to increase an awareness of all beef projects offered throughout the province while representing 4-H Alberta’s position to the Alberta beef industry.
- BAC 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 BAC:

- Accurately represent your region’s views on issues, concerns, and/or suggestions that will be discussed at BAC 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 timeline.
- To be an active participant on a minimum of one (1) subcommittee **and** to be involved in the planning of the Provincial Beef Leaders Update (BUD).
- To promote BAC, it's goals and activities to your region.
- Stay current on beef industry issues and communicate facts about these issues to 4-H members and leaders in your region, and the rest of the members of BAC.
- To represent 4-H Alberta's position to the Alberta Beef Industry.
- Promote effective teamwork among BAC members.

Meetings

- There will be a minimum of three (3) BAC meetings per year.
- The annual meeting of BAC 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 Beef Project.
- Minutes are posted on the 4-H web-site (www.4h.ab.ca).

What costs are covered for regional representatives attending BAC 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 BAC representatives from the Peace Region.

BAC Activities

- **4-H Alberta Provincial Beef Leaders Update (BUD)** – All BAC members are expected to be involved in the planning, organizing, and delivery of the BUD program, held biannually in the fall (October or November).
- **Clinics** – To ensure that BAC members remain current with industry standards, issues, and trends, clinics may be organized exclusively for BAC committee members.
- **Research and Development Trips** - BAC 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 based on the destination of the trip. Every effort will be made to keep these opportunities at a reasonable cost.

Subcommittees

- **Communication** – A group of BAC members responsible for sending articles and ideas to the 4-H Alberta magazine, beef industry magazines, and newspapers.
- **Standing Committees** – A standing committee, with a chairman, will be formed for each of the on-going projects of BAC. Currently those committees are:
 - BAC Terms of Reference Review
 - Project Resource Review
- **Provincial 4-H Beef Heifer Show Committee** – minimum of two (2) BAC members appointed for two (2) year terms on alternating years to work with the other volunteer committee members from across the province.
- **Ad hoc committees** – participation is by personal choice of the BAC 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. Proposals brought forth by an ad hoc committee to BAC are to include a budget where appropriate.

Membership

- Voting membership of BAC is open to two (2) designated 4-H representatives, elected or appointed from each of the seven (7) regional beef committees or Regional Councils. The voting representatives will be identified at the beginning of each meeting.
- Non-voting members of BAC 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 BAC member at large, interested parties must submit a letter of intent and a short biography/resume. The BAC executive may conduct an interview before making recommendations to BAC membership for a formal vote on acceptance, at the next

regularly scheduled BAC 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 BAC 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. A maximum of two (2) representatives appointed by the 4-H Branch, Alberta Agriculture and Rural Development.
 - e. The Past Chair of BAC, unless continuing as a designated voting representative of a region.
- All meetings are open to individuals interested in the 4-H Beef Project. They will not have the right to vote.

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 the BAC.

Officers

- The officers of the BAC shall be Chairman, Vice-Chairman and Recording Secretary.
- The Chairman of BAC shall be elected from the voting membership of BAC.
- 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 BAC meetings.
 - ii. Prepare the agenda for each meeting in cooperation with a 4-H Branch representative.
 - iii. Be knowledgeable about 4-H beef 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 BAC 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 Beef Advisory Committee (BAC) 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.