

Provincial 4-H Beef Advisory Committee – BAC Terms of Reference

BAC's Mission

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

What is BAC?

A voluntary advisory committee comprised of individuals who collectively wish to share in the responsibility of developing a comprehensive communication system regarding 4-H beef projects in Alberta. BAC advocates the concept of 4-H learning techniques and believes that learning, networking, communicating through a provincial network, improves the quality of life of the individual 4-H member and their leaders and the club.

BAC serves as an advisory body to the Alberta 4-H Council and the 4-H Branch of Alberta Agriculture, Food & Rural Development. Policies, guidelines and project specific rules and regulations for the 4-H beef projects are established through BAC and presented to the Alberta 4-H Council for final approval.

Roles and responsibilities of regional representatives to BAC:

- Accurately represent your region's views on issues/concerns/suggestions that will be discussed at BAC meetings. This may be accomplished by phone calls, emails or in person meetings.
- 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.
- To represent 4-H's position to the Alberta Beef Industry.

How many times a year does BAC meet?

BAC meets a maximum of four (4) times per year. Most years BAC meets three (3) times per year. Elected representatives and alternates receive minutes and agendas. Minutes are posted on the 4-H web-site (www.4h.ab.ca).

What costs are covered for regional representatives attending BAC meetings?

One meeting per year will 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.

For two to three meetings per year, mileage only will be covered for a maximum of two representatives per region. Preference is given to elected representatives and alternates. Lunch or supper will be provided, as arranged by 4-H Branch staff.

BAC representatives from the Peace Region – flights and car rentals can be arranged by the 4-H Branch staff in lieu of driving.

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 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.

Committee Member Responsibilities

- Attend meetings, if unable to attend, send apologies in advance. If attending, confirm attendance by responding in the timeframe requested.
- Prepare for the meeting by reading papers circulated in advance.
- Propose agenda items as requested.
- Take responsibility for ensuring that they can represent the views of their region to the Provincial Beef Advisory Committee
- Complete any tasks which you undertake to do in the course of meetings.
- Bring to the attention of the Committee any issues which they feel should be of concern to BAC as soon as possible.
- Come prepared to meetings.

Committees & Representatives

- **BUD** - All BAC members are expected to be active participants in planning, organizing and delivering the BUD program, held biannually in November at the Alberta 4-H Centre.
- **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 to BAC. Proposals brought forth by an ad hoc committee to BAC are to include a budget where appropriate.
- **Provincial 4-H Beef Heifer Show Committee Liaison** – minimum of two (2) BAC members appointed for two (2) year terms on alternating years.