

Provincial 4-H Equine Advisory Committee – PEAC Terms of Reference

PEAC's Mission

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

What is PEAC?

PEAC is a voluntary advisory committee comprised of individuals who collectively wish to share in the responsibility of developing a comprehensive communication system regarding 4-H equine projects in Alberta. PEAC 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.

PEAC 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 equine projects are established through PEAC and presented to the Alberta 4-H Council for final approval.

Roles and responsibilities of Regional representatives to PEAC:

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

How many times a year does PEAC meet?

PEAC meets a maximum of four (4) times per year. Most years PEAC 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 PEAC 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.

PEAC 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

PEAC 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 Equine 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 PEAC as soon as possible.
- Come prepared to meetings.

Committees & Representatives

- **PELF** - All PEAC members are expected to be active participants in planning, organizing and delivering the PELF program, held biannually in February at the Alberta 4-H Centre.
- **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.
- **AEF Representative** - This person shall act as a liaison between AEF and Alberta 4-H. The PEAC member will represent Alberta 4-H views, concerns, suggestions at the meetings and will report to PEAC the activities and concerns of AEF.
- **Communication Liaison** – is responsible for sending articles to the Alberta 4-H magazine and horse industry magazines/newspapers.
- **Standing Committees** - A standing committee will be formed for each of the on-going projects of PEAC. Currently these committees are:
 - Young Horse Improvement Program (YHIP)
 - Horse Classic
 - Standardbred
 - Draft Horse