

TERMS OF REFERENCE: YOUNG PRODUCERS COUNCIL

1. Role of the Young Producers Council (YPC)

- 1.1 The role of the YPC is to assist the Board in achieving the objects of AgForce. The Council:
- (a) is to identify and be concerned with matters of common interest to young producers.
 - (b) is responsible for contributing to policy development and providing recommendations to the Board on behalf of young producers; and
 - (c) will take action required to ensure maximum membership of AgForce by young producers.
- 1.2 The YPC may, within the scope of its responsibilities:
- (a) make recommendations and provide advice and guidance to the Board in respect of policy and issues;
 - (b) develop rules, not inconsistent with the AgForce Constitution, the ACNC Act or the Corporations Act, for the conduct and management of its business; and
 - (c) have representation on each of the Regional Councils (SE, SW, CQ, SIQ, NQ).

2. Composition

- 2.1 The YPC is comprised of up to eleven members (as determined by the Council as necessary prior to each election), who are between the ages of 18 and 40 at the time of appointment. Members of the YPC are elected by the members. Nominees are to be reviewed by the AgForce Board or YPC, through a thorough process to assess nominees and identify eligible and suitable candidates. Key factors must be considered when assessing eligibility and suitability of candidates. These factors include regional location in conjunction with the current YPC composition, commodity background, and other relevant credentials.
- 2.2 The Chair and Vice-Chair of the YPC will be determined by the YPC directly at the start of the next term.
- 2.3 A person is eligible to apply for more than one position on the council but is only able to fulfill one role.
- 2.4 All members of the Council are subject to the Board Policy: Code of Conduct.
- 2.5 The CEO, the nominated Manager and other members of AgForce staff may be required to attend meetings of the Council by invitation but may not vote on any matters.

3. Term

- 3.1 Council Members will have a term of office of 2 years and are eligible for re-election.

4. Specific Responsibilities of the YPC

- 4.1 The following specific responsibilities are set for the YPC:
- (a) To consider matters of common interest to young producers.
 - (b) Annually consider and prepare a draft annual operating budget and nominate either the YPC Chair or other Councillor to meet with the General President, a member of the Finance, Risk and Audit Committee and the CEO to discuss the draft budget.
 - (c) To assist in the development of policy specific to the younger demographic.
 - (d) To co-ordinate and hold regular meetings.
 - (e) To take action required to ensure maximum membership of AgForce within the young producer segment.



5. Authority

5.1 The YPC has authority to:

- (a) Undertake activities to promote the objects of AgForce and maximise membership, in line with agreed budget and in accordance with policies and procedures of the organisation and its Constitution.

5.2 The YPC has no authority to:

- (a) Enter into contracts, employ staff or commit AgForce in any way except if it has express delegated authority from the Board.
- (b) Enter into any external communications without express knowledge of the CEO and Media and Communications Team, see Board Policy: Communications Protocols.

6. YPC Meetings and Procedures

6.1 The YPC will meet as often as it deems necessary to carry out its functions, with a minimum of 4 meetings per year (these meetings can be face-to-face or online)

6.2 The minutes/action items of each Council meeting will be tabled at the next YPC meeting.

6.3 The Minutes of each YPC Meeting are to be saved in the AgForce HUB under the appropriate enterprise.

6.4 The quorum for any meeting of the YPC shall be a minimum of three councillors for the entire duration of the meeting.

Orderly Conduct of Meetings

6.5 YPC members shall act in a professional and respectful manner in all dealings, shall actively participate in discussions of the YPC and avoid repetitive or unnecessary contributions.

6.6 YPC members are to follow the directions of the President in respect of the rules and procedures applying to the conduct of meetings, provided that the President act in accordance with the Constitution and rules, procedures and protocols which have been agreed by the Board.

7. Attendance Policy

7.1 YPC members are expected to demonstrate their commitment to the YPC through attendance at meetings, except when prevented by unforeseeable events.

7.2 It is the responsibility of the Chairperson to monitor the attendance of each member, and to take appropriate action when required.

7.3 If a member is unable to attend a meeting, they are to notify the Chairperson or Secretary of their intended absence.

7.4 If a YPC member is absent for three consecutive meetings without notifying the Chairperson or Secretary of their absence, the YPC member is in breach of their attendance obligations.

7.5 If a YPC member is absent for five consecutive meetings, and having notified the Chairperson or Secretary, it will be at the Chair's discretion to determine if the YPC member is in breach of their attendance obligations.

7.6 Where a YPC member is in breach of their attendance obligations, they may be required to resign from the YPC, subject to the following process:

- (a) Where a YPC member is in breach of their attendance requirements, they may be removed from the YPC by a majority resolution voted on by YPC members in attendance at the respective meeting.
- (b) YPC members may, at times, face circumstances that require them to request a leave of absence. They are required to make this request in writing to the



Chairperson and the Secretary for approval, stating the reason and length of leave required.

8. Secretarial Support

8.1 An AgForce staff member will be delegated for providing secretarial support for the YPC, including at the request of the Chair of the YPC:

- (a) providing meeting notices to the YPC;
- (b) preparing and distributing Agendas;
- (c) taking the minutes of the meetings; and
- (d) actioning items as reasonably directed.

8.2 The AgForce staff member remains an employee of AgForce operating under the direction of the CEO.

9. Remuneration and Administration of Expenses

- (a) Council members serve in a voluntary capacity and are eligible for paid expenses incurred whilst undertaking their responsibilities as a Council member.
- (b) Travel to face-to-face meetings and associated accommodation expenses will be reimbursed in accordance with Executive Expenses and Reimbursement Policy.

10. Evaluation

10.1 The YPC shall conduct an annual self-assessment. As part of this assessment the Councillors shall consider:

- (a) clarity of its purpose, role and the extent to which the YPC is achieving its stated objectives.
- (b) the effectiveness of operations of the YPC (meetings, procedures, reporting) and the contribution of YPC members;
- (c) relationships within the YPC and the Board, as appropriate; and
- (d) effectiveness of administrative and secretarial support.

10.2 The YPC shall report any conclusions and recommendations arising from its self-assessment to the Board.

11. Reviews

11.1 These terms of reference will be reviewed, and, if appropriate, updated by the Board on recommendation from the Council every 2 years.

Revision Schedule

Date	Reason	Author	Approved
Dec 2020	New Council	YPC	
April 2022	Inserted into the Constitution	AgForce Board	June 2022
July 2022	Reviewed	CEO/Board	July 2022
April 2025	New YPC reviewed	New YPC	AgForce Board

