

LambEx Taskforce Terms of Reference

Purpose

The LambEx Taskforce is a sub-committee of the 28 National (28NL) Board and is established to provide leadership and advice for the successful planning, execution, and evaluation of the LambEx conference. The taskforce will focus on key areas including program curation, speaker selection, industry insights, sponsor engagement, local host city knowledge, and post-conference review.

Scope

The scope of the LambEx Taskforce includes the following key responsibilities:

1. Program Curation and Speaker Selection:

- Develop and curate the conference program, ensuring a diverse and relevant range of topics and sessions.
- Identify, approach, and secure high-quality speakers who can provide valuable insights and expertise.

2. Industry Insights and Advice:

- Gather and provide up-to-date industry insights to inform the conference program and discussions.
- Ensure the conference addresses current trends, challenges, and opportunities within the sheep supply chain.
- Engage with industry stakeholders to gather input and feedback.

3. Sponsor Leads:

- Identify potential sponsors and provide leads to the Executive Officer.
- Contribute to the management of the sponsor relationships.
- Host a sponsor engagement workshop to facilitate discussions, build relationships, and align sponsorship opportunities with conference objectives.

4. Host City Local Knowledge:

- Utilise local knowledge to enhance the conference experience, including accommodation, tour locations and local attractions.
- Promote the host city's unique attributes to conference attendees.

5. Post-Conference Review and Evaluation:

- Participate in a thorough review and evaluation of the conference.
- Identify strengths, weaknesses, and areas for improvement.
- Contribute to the post-conference report with recommendations and knowledge transfer for future events.

Membership

The LambEx Taskforce will consist of a 28NL Director and up to 5 individuals with expertise in various areas relevant to the sheep industry supply chain. Members will be appointed by the 28NL Board, through an expression of interest process, based on their skills, experience, and ability to contribute to the taskforce's objectives.

Up to 4 individuals with local host city knowledge may be co-opted to the taskforce.

Term of Appointment

Members of the taskforce will be appointed for a term of two years, commencing from the first 28NL Board meeting following the Annual General Meeting (AGM). Members may be reappointed for a further two terms, but must not serve more than three consecutive terms.

Taskforce Chair:

The taskforce chair must be a 28NL Director.

Meetings

Frequency	In the 12 months prior to the conference, the taskforce will meet a minimum of four times and additionally as the taskforce considers necessary.
Attendees	<ul style="list-style-type: none">• Taskforce members and co-opted members.• The 28NL Chair may attend in an ex-officio capacity.• Non-members may attend meetings by invitation of the taskforce. These people may take part in the business of and discussions at the meetings, but have no voting rights.
Quorum	A quorum will be 4 voting members present, either in person or online. In the Chair's absence from a meeting, the members present will select a chair for that particular meeting.
Decisions	Any matters requiring decision, will generally be decided by consensus, or if consensus is not achievable, then by a majority of votes of members present.
Secretariate	The Executive Officer will provide secretariat services to the taskforce. The Executive Officer will assist the Chair to develop and distribute agendas, minutes and papers.
Minutes	Minutes must be prepared, approved by the Chair and circulated to the members within one week of a meeting. They must be ratified and signed by the Chair at the next meeting of the taskforce.

Removal, resignation and casual vacancies

- Members who are absent (without notification to the Chair) for two successive meetings may be deemed to have resigned from the taskforce.
- Where a taskforce member's conduct is considered to be inappropriate, the Chair or taskforce may recommend that member be dismissed from the taskforce and a replacement appointed.
- The 28 National Board may, in its absolute discretion, determine from time to time to remove a taskforce member.
- A taskforce member may resign by giving written notice to the Chair.
- A taskforce member's resignation takes effect from the time specified in the notice.
- A vacancy that arises through a taskforce member's resignation or removal may be filled at any time, following agreement of the 28NL Board, taking into account the taskforce's skills required.

Remuneration and Sitting Fees

Taskforce members and the Chair shall be paid a sitting fee, at a rate approved to by the 28NL Board. The sitting fee rate will be reviewed annually.

Taskforce members and the Chair will be reimbursed reasonable travel, accommodation and meal expenses for the time they are engaged in the business of the taskforce. Claims for expenses are to be provided to the Secretariat within 14 days of each meeting.

Reporting

The taskforce will provide regular reports to the 28NL Board, providing updates on progress, challenges, and recommendations.

Review

The taskforce terms of reference will be reviewed annually to ensure they remain relevant and effective in guiding the taskforce's work.