

# Terms of Reference (TOR) Event Optimisation



## Group Name – Event Optimisation Working Group (EOWG)

### Purpose

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The Event Optimisation Working Group has been established by the Executive of the Royal Agricultural Society of NZ (RAS) as recommended in the Strategic Case Stage 1 report.

The primary benefit of the Working Group is its objectivity and the specialist skills of members and advisors.

The role of the Working Group is, in line with the recommendations in the Strategic Case, to:

- Develop material that can be made available to all members (where interested) to assist in their event organisation e.g., supplier contact lists (including entertainment options)
- Make information available to members about possible marketing, business or funding strategies
- Collate advice for members on event management e.g., animal showing strategies, integration between members, grants and sponsorship etc

### Roles and responsibilities

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The Working Group will be responsible for delivering the following:

- Develop a timeline (to be signed off by the RAS Executive)
- Undertake the tasks identified in the purpose
- Include the possible future requirements, strategies and development options
- Undertake any appropriate workshops
- Update the Executive on progress and meet timelines to completion.

### Time Requirement & Operation

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The Working Group will meet as required and scheduled by the Chair.

The initial meeting will occur before the RAS AGM in June 2021. There may be three or four meetings in the 21/22 financial year (or more as agreed). Such meetings may be sporadic, and the Working Group may need to undertake more detailed, practical work during the first three or four months.

Meetings will be virtual (unless a face-to-face meeting is approved by the Chief Executive).

A quorum for any meetings is a simple majority, including the Chair.

### Working Group to include:

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Membership will comprise approximately four - six people including a Chair and may be made up of:

- An Executive member
- Representatives of member organisations with expertise relevant to the purpose
- Representatives of partners / stakeholders with expertise relevant to the purpose
- Any additional independent advisors

The appointment term is until the completion of the exercise.

## How will the Working Group be appointed?

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- Expressions of interest will be called for in relation to the TOR
- An appointment panel will review all applications and select applicants based on meeting the criteria below

## Criteria for those expressing interest

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- Have own personal computer or laptop
- Have own personal email
- Be computer literate and able to manage zoom calls
- The ability to have flexible meeting times – during the day, weekend or at night would be an advantage.
- Relevant experience and expertise that will facilitate the purpose

## Confidentiality, Conflicts of Interest & Security

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- Group members and meeting attendees will treat any confidential information appropriately. This includes matters tabled or discussed at the meetings, as well as any additional issues that are raised outside of the meetings.
- All members are responsible for declaring an actual or potential conflict of interest. In all cases, the Chair will rule on whether the member:
  - May participate in the discussion;
  - May remain in the meeting but not participate in the discussion; or
  - Should leave the meeting and be excluded from any consideration.

## How do I express interest?

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- An Expression of Interest (EOI) form is available on the RAS website

## Release & Return

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- Released 13 May 2021
- Expressions of Interest to be in by 5pm, 28 May 2021.
- All Expressions of Interest to be emailed to [debbie@ras.org.nz](mailto:debbie@ras.org.nz)