

Terms of Reference (TOR) Rural Community Hubs



Group Name – Rural Community Hubs Working Group (RCHWG)

Purpose

The Rural Community Hubs 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:

- Clearly describe what a Rural Community Hub is/could be, how its success would be measured and for which members they might be relevant e.g., those members who own or lease their grounds full time
- Identify and develop options that members could choose to engage with (or where we could develop national relationships) to enhance the use of member facilities. Current options identified include:
 - Develop regular activities and services – that the A&P Association is the meeting place, activity venue and home of all possible relevant groups and services.
 - Optimise/develop the future event potential of A&P Association venues
 - Develop facilities as a “place of trade”
 - Develop partnerships at a national level with stakeholders to enhance the RAS or member role in community information and education
 - Partner with NZ Young Farmers on practical ways we can work together to connect with rural child and youth audiences and under 30-year farmers
 - Develop a national relationship with the NZ Motor Caravan Association so A&P Associations are a preferred motorhome venue and actively promoted
 - As appropriate, foster A&P Association venues as civil defence community hubs.
- Undertake discussion with relevant stakeholders to better understand their needs, to start to build a relationship, and ideally to explore together how some future partnership strategies could evolve.

Roles and responsibilities

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

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:

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?

- 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

- 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

- 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?

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

Release & Return

- 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