

Terms of Reference (TOR)



Royal Shows and Events Working Group (RSEWG)

Purpose

The Royal Shows and Events Working Group has been established by the Executive of the Royal Agricultural Society of NZ (RAS) to investigate and recommend how to meet member expectations re the holding of Royal Shows.

The Strategic Case Stage One report identified the Royal Show branding and licensing as one of our key strengths, noting its is not easily replicable by other organisations. Members instructed the Executive to ensure that two Royal Shows are held per season (one in the North Island and one in the South Island). This has not occurred for several years, despite attempts being made to do so. In the upcoming season no Royal Show will appear on the calendar.

The role of the Working Group is to:

- Clarify the assumptions, issues and challenges that are involved in hosting a Royal Show or Event
- Identify and consider options that would achieve the member objectives regarding the hosting Royal Shows and Events
- Produce a practical recommendation to the Executive regarding a way forward with Royal Shows and Events

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.

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

- Enthusiasm for the topic
- Able to problem solve and a desire to find a solution to the problem
- Have own personal computer or laptop
- Have own personal email
- Be computer literate and able to manage Zoom calls
- The ability to attend meetings at the weekend or at night
- Relevant experience and expertise that will facilitate the purpose is an advantage

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 7 July 2021.
- Expressions of Interest to be in by 5pm, 27 July 2021.
- All Expressions of Interest to be emailed to debbie@ras.org.nz