

## TERMS OF REFERENCE FOR SUB-COMMITTEE

### Committee Name

*Wine Show Sub-Committee*

### Type

Can be standing, ad hoc (special project) or advisory (related to another board, committee or project).

*The committee is a sub-committee of the LCGWC and is a standing committee.*

### Purpose

Describe the purpose of the committee (what the committee will do, why it was created)

*This sub-committee was created to provide an opportunity to run a regional wineshow with all that it entails, that is;*

- *Produce a wineshow schedule booklet*
  - *Annually*
  - *Comprehensive class structure relevant to our regions*
  - *Rules and regulations*
  - *Heralds the wineshow week and activities*
- *Be relevant and engaging to potential exhibitors*
- *Be relevant and engaging to potential sponsors*
- *Attracting, by invitation, a high calibre of judges, including an international judge of choice.*
- *Provide a mechanism to get local winemakers to get into the 'wine show circuit'.*
- *Improve the breed.*
- *Presentation Dinner 'bringing the region together'.*

*This sub-committee was created to provide a framework for;*

- *Paid support*
- *Online entries and WISH scoring software*
- *Online dinner bookings*
- *Trophy Sponsors*
- *Endorsement certificates and promoting the winners*

### Scope

Clearly describe what is in and out of scope for the committee.

*Within the Scope;*

- *Seek appropriate sponsorship & third party advertising*
- *Work within budgets*
- *Provide up to date online resources*
- *AGW Equal opportunity*

### *Outside of the Scope;*

- *Third Party websites*
- *Release of embargoed results*
- *Advocacy*
- *Blogs and /or political opinions*

### **Authority**

Describe the decision-making authority of the committee (decides, approves, recommends, etc.)

*This subcommittee operates at the discretion of the committee of management (COM).*

*Authority of this subcommittee is given by;*

- *Activity and financial reporting to the LCGWC COM.*
- *Group decisions and resolutions at meetings*
- *Meeting Monthly for 6 months – May to November, any given year*
- *Long history of retained earnings in the LCGWC bank accounts*
- *Ownership of capital items – glasses, tasting tables, glass washer, exhibit shelving.*
- *Online presence to clearly navigate objects & collateral*

### **Membership**

Type and number of members, how members are appointed, how the chair and co-chair are appointed and a list of members (Name and functional role)

*Membership is based on hand over task. Criteria for membership;*

- *Invested career winemaker looking for personal improvement*
- *Vignerons and Viticulturists*
- *Vacancy of task & understudy roles*
- *Employer endorsement to commit to the Wineshow week*

*The LCGWC Secretary is the standing member and shall run and record meetings. On call for WineShow week.*

*Committee number has typically been 6 to 8 members.*

### **Meeting arrangements**

Meeting frequency and location, meeting procedures (if applicable), quorum, details about agendas and minutes (how these will be distributed, available online, who prepares them, etc.), communication between meetings.

*Programme of meetings developed in May meeting each year.*

- *Monthly from May to November*
- *DeBrief meeting December*

*Meeting main agenda items, prepared by secretary:*

- *Plans at hand*
- *Runsheets*
- *Protocols*
- *Media plans*
- *Working bees*

*Minutes:*

- *Prepared by secretary of LCGWC*
- *Distributed by email to members,*

*Communication between meeting to occur via email.*

*Quorum – half of membership of Wineshow*

## **Reporting**

Describe whom the committee will report to, in what format, how often

*Reporting to LCGWC COM*

- *Ad-hoc via Secretary*
- *AGM report*

*Task Completion*

- *SOPS*

## **Resources and budget**

Describe the available resources (people, rooms, equipment, etc.) available to the committee, Describe the funds available to the committee.

*Meetings*

- *Hire of / use of suitable room, considering minimising member travel, AV facility, time of day - to name 3.*
- *Zoom and camera and microphones as supplied by LCGWC and Secretary.*

*Sponsor Income, Entry Fees, Dinner Tickets, Retained earnings, Glass breakages*

- *Income streams to be greater than expenditure in the budget*
- *Careful consideration in use of retained earnings, usually on capital items.*
- *Cashflow positive*

*Budgets*

- *Cashflow positive*
- *Excel spreadsheets*
- *LCGWC COM expects small profit centre and no losses. Separate chart of accounts in MYOB.*

*Paid Role*

- *Secretary, Contract for service. Hours allocated to tasks in budget.*
- *Available on phone or by email anytime.*

## **Deliverables**

Describe the requested/required committee output

*Working to agreed timelines and reporting. Disseminating good information to all limestone Coast vineyard and wine stakeholders.*

## **Review**

State the ToR review frequency and next review date.

*The Terms of Reference will be reviewed by the Wine-Show sub-committee on an annual basis, prior to the LCGWC AGM*