



TERMS OF REFERENCE FOR SUB-COMMITTEE

Revision: November 2023.

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. Standing Committees are empowered by ordinary or associate membership of the Committee of Management. (see Clause 4 & 5 in the constitution).

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'.*
- *Recognise and improve the quality and innovations within the region.*
- *Presentation Dinner 'bringing the region together'.*

This sub-committee was created to provide a framework for.

- *Online entries and **Wineshow PRO** 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.*

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.)

Authority of this subcommittee is given by.

- *Have a nominated person on the committee of management to represent the interests of this committee.*
- *Treasurer (Office bearer within the LCGWC) to see all invoices marked-off for approval by wineshow committee of management person before payment.*
- *Activity and financial reporting to the LCGWC COM. Annually.*
- *Group decisions and resolutions at meetings*
- *Meeting Monthly for 6 months – May to November, any given year*
- *Long history (20years +) of retained earnings in the LCGWC bank accounts. Maintain a separate Chart of accounts within MYOB.*
- *Ownership of capital items – glasses, tasting tables, glass washer, exhibit shelving, laptop PC's, Wifi Hubs*
- *Online presence to clearly navigate objects & collateral. <https://limestonecoastwine.com.au/wine-show/> and email wineshow@limestonecoastwine.com.au*

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)

List of members 2023

- *Carolyn Brown*
 - *Endorsed wineshow committee of management person.*
 - *Regional dinners, sponsors, stewarding.*
 - *Forward Budget*
- *Sarah Pidgeon –*
 - *Judges & Associates, tours, accommodation,*
- *Matilda Innes –*
 - *all food, catering & tours, media.*
 - *Social Media & trad media*
- *Sean Murphy –*
 - *Sponsors number 1*
 - *logistics, records, stocktaking, and auditing.*
- *Dan McNicol –*
 - *chief steward (shared)*
- *Lewis White –*
 - *chief steward (shared)*
- *Greg Foster –*
 - *Records communications No1 (wineshow@limestonecoastwine.com.au)*
 - *[custodian of laptop]*
 - *auditing*
- *Greg Tilbrook-*

- *Records communications No2*
- *Results publishing liaison.*
- *Auditing*
- *Chris Cameron-*
 - *Records communications No3*
 - *Collateral (aprons)*
- *Ulrich Grey-Smith (Paid Secretary) –*
 - *venues, records,*
 - *payment gateways*
 - *website & promotions*
 - *sponsor and exhibitor liaison*
 - *contractor and sub-contractor liaison*

Recruitment of 2 additional committee members for 2023 wineshow is underway.

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.*

Committee number has typically been 8 to 12 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*
 - *Dinner Protocols,*
 - *Chief Steward,*
 - *WineShow PRO manual*
 - *Other*

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

- *Paid* support.*
- *Cashflow positive*
- *Excel spreadsheets, Google drive*
- *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. Report against budget and retained earnings.

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.