

NB 4-H Provincial Show Committee

Committee Mandate

1. Purpose:
 - i) Committee of the Board: The Provincial Show Committee is a separate committee of the NB 4-H Board, with specific powers delegated as set out in this charter.
 - ii) Purpose: To plan and implement the NB 4-H Annual Provincial Show. The committee is responsible for fundraising, financial reporting, planning, suggesting rules and changes to the board, delivering an annual provincial show, and promoting animal welfare and good sportsmanship. The committee will be responsible for keeping up to date with any rule changes and reporting them back to NB 4-H council.
2. Code of Conduct/4-H Screening:
 - i) Each member of the committee will be a screened 4-H volunteer, or current member, in good standing.
3. Composition
 - i) The committee shall consist of (a minimum of 10 members) members:
 - (a) Two members from each district will be voted on at the district level at the district AGM.
 - (b) A committee chair, treasurer, and secretary will be voted on by the committee.
 - ii) All members must be willing to assist in the Annual Provincial Show.
 - iii) Executive Terms:
 - (a) Two-year term
 - (b) Maximum of 3 consecutive terms
 - (c) Once their maximum consecutive executive term is completed, members must take a 1-year break before re-offering to the executive.
 - iv) Committee Terms:

From each district: 1 committee members will be appointed a 1-year term, and the other committee member will be appointed a 2-year term.
 - v) Members of the committee must attend a minimum of 70% of meetings. Unexcused absences could result in removal from the committee subject to board approval.
 - vi) A member of the NB 4-H Council board and or the Executive Director may join in on a meeting at their discretion.
4. Removal and Vacancy
 - i) Any member of the committee may be removed and replaced at any time by the NB 4-H Council Board.
5. Powers of the Committee
 - i) The committee must submit all change requests in writing to the NB 4-H Council Board. The committee shall indicate what the change requested is and why it is important. The committee may send a representative to the NB 4-H Council meeting to answer questions should the board have any. The committee member will be asked to leave the meeting before the vote is conducted. Once the vote is conducted, the committee will be informed in writing the decision of NB 4-H. All final decisions will be made by NB 4-H Council.
6. Committee Responsibilities
 - i) The committee will be responsible for submitting meeting minutes and a detailed financial report to NB 4-H Council after each meeting.
 - ii) The committee will be responsible for submitting any change requests to NB 4-H Council in writing for approval.

- iii) Plan, select judges (with input from the Royal committees if necessary), fundraise/find sponsorship, review feedback and plan for improvement, and deliver an annual Provincial Show.
 - iv) Completing an activity plan for the show.
 - v) NB 4-H Council shall be given notice of the meeting date at least a week prior to the meeting.
7. Financials: NB 4-H Council shall have at least one signing officer on all cheques and access to the committee funds. The committee must work with NB 4-H Council to develop a financial structure of the committee.
8. Committee Time Requirements
- i) The committee shall determine an appropriate meeting schedule for the year.
 - ii) The committee shall aim to meet a minimum of 4 times a year
9. Reporting to the Board
- i) The committee shall appoint a maximum of 2 spokespersons to attend the NB 4-H AGM to report on the team. This would include the interim financial breakdown, the membership statistics, and any notable details the team wants to share. A final financial report will need to be submitted within three months to be presented at the next board meeting.