

**NAGS Education Working Party Draft Terms of Reference  
Prepared by Tom Shepherd, Peter Foulds & Rupert Barnes for Presentation  
to Council 25/09/19**

Meeting Date: 30<sup>th</sup> July 2019

Name

The name of the working group shall be the NAGS Conference Working Party.

Objective

'To assist the association in fulfilling its' objective to support the welfare and education of its members through the organization of the national conference'

Membership

The group shall be made up of a minimum of one member each from Scotland, Northern Ireland and Wales plus 3 other members. In addition any paid administrator will be in attendance as required.

Selection of Working Group Members

Vacancies within the group must be publicised to all of the membership and new members will be picked with the aim of achieving a regional spread. The group will be at liberty to propose its own chairman and vice-chairman which will then be put to the AGM for election.

Frequency of Meetings

Three formal meetings will be held per annum, the costs of which will be borne by the CWP account. The last meeting in April will be attended by the national chairman.

Reports

To keep council updated and maintain oversight the chairman of the CWP or his vice-chairman or deputy will attend each meeting of council to give a report covering:

- Progress against budgeted income and expenditure
- Delegate numbers
- Conference proposed format and content

The CWP chairman will also seek council's views on format, content and other matters pertaining to conference as appropriate.

Financial Control and Oversight

The Conference Working Party shall have a separate bank account with signatories being identical to the national association accounts. It is the expectation that the CWP operates financially independent of the national association finances.

CWP shall be authorized to negotiate all contracts relating to conference but contracts will be signed by the national chairman.

Mid year between conferences the CWP shall prepare a budget to present to the next council showing what the likely room rate will be and the numbers required

to make the event solvent. In addition a 3-year budget should be prepared and maintained on a rolling basis to allow venues to be selected notwithstanding regional variances in costs.

#### Locations

Given likely delegate numbers it is expected that venues will alternate between England and those in Scotland, Wales and Northern Ireland but ultimately venue choice will be at the discretion of the CWP.

It is not intended that there should be a link between conference locations and home regions of national Chairmen.

#### Conference Themes, Content and Speakers

CWP shall have ownership of themes, content and speakers but the CWP chairman should seek feedback from council at the first 2 council meetings following a conference. Input should be sought from national officeholders in relation to speakers from NFU Mutual or the unions to ensure any 'political' sensitivities are taken into account.

#### Role of the Association Chairman in Relation to Conference

In addition to attending the final site meeting and signing contracts, the association chairman shall take responsibility for the invitation of guests to conference and to drinks receptions and the gala dinner. The association chairman is also responsible for the guests and seating plan at the top table at the dinner.

Guests would ordinarily include:

- Chief Executive, NFU Scotland
- CEO, Ulster Farmers' Union
- Director General, NFU England & Wales
- Director of Regions, NFU England & Wales
- NFU Regional Director of host region when in England
- NFU RD Wales
- NFUM CEO
- NFUM Sales & Agency Director
- NFUM IT Director
- NFUM Director of Regional Sales
- NFUM National Agency Manager
- NFUM National Agency Development Manager
- NFUM National Agency Technical Manager
- NFUM Head of IT Demand Management
- NFUM Regional Manager of host region