

National Show and Sale Committee

Terms of Reference

Australian Limousin Breeders Society (ALBS)

Document Title	Terms of Reference – National Show and Sale Committee
Approved By	ALBS Board of Directors
Effective Date	July 27, 2026
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1. Purpose

The National Show and Sale Committee ("the Committee") is established by the Australian Limousin Breeders Society (ALBS) to provide strategic direction, planning, coordination, and oversight for the successful promotion and delivery of the ALBS National Show and Sale, a premier event of the society.

The Committee will work collaboratively with the ALBS Board, members, sponsors, exhibitors, vendors, and other stakeholders to ensure the National Show and Sale is conducted in a professional, financially responsible, safe, and inclusive manner that promotes the Limousin breed and advances the objectives of the Society.

2. Objectives

The Committee shall:

- Plan, coordinate, and deliver a successful National Show and Sale.
- Promote the Limousin breed and the interests of ALBS members.
- Foster member participation and engagement, inclusive of Stud breeders and commercial producers.
- Maximise commercial and promotional opportunities associated with the event.
- Ensure budget creation and monitoring.
- Maintain high standards of animal welfare and biosecurity.
- Support youth involvement and breed development initiatives.
- Protect and enhance the reputation of the Australian Limousin Breeders Society.

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3. Responsibilities

The Committee shall be responsible for:

3.1 Event Planning

- Developing and implementing the event program.
- Establishing timelines and key milestones.
- Recommending venue requirements and event infrastructure.
- Coordinating all event activities associated with the National Show and Sale.

3.2 Financial Management

- Preparing and monitoring event budgets.
- Identifying revenue opportunities.
- Seeking sponsorship and fundraising support.
- Monitoring expenditure against ALBS Board approved budgets.
- Providing regular event preparation and financial reporting to the ALBS Board.

3.3 Sponsorship and Marketing

- Developing sponsorship opportunities and packages.
- Promoting the event through appropriate marketing channels.
- Assisting with media, communications, and public relations activities.
- Supporting stakeholder engagement and member communications.
- Coordination of the National Show and Sale catalogue.

3.4 Show and Sale Operations

- Assisting with the development of show and sale schedules.
- Coordinating entries and exhibitor requirements.
- Supporting ring management and event logistics.
- Coordinating judges, volunteers and event personnel.
- Managing vendor and trade site participation.

3.5 Animal Welfare and Biosecurity

- Ensuring compliance with all relevant animal welfare legislation and standards.
- Developing and implementing biosecurity measures.
- Ensuring all cattle meet entry, health, and identification requirements.

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3.6 Governance and Reporting

- Providing recommendations to the ALBS Board.
- Maintaining accurate meeting records and minutes.
- Reporting regularly to the Board on progress and key decisions.
 - Meeting Minutes to be shared with ALBS Board
 - Regular income and expenditure reporting
- Escalating significant risks or issues requiring Board consideration.

4. Committee Membership

4.1 Composition

The Committee shall consist of:

- A Chairperson.
- A Deputy Chairperson (if appointed).
- Secretary
- Committee Members, including persons responsible for
 - Sponsorship and Fundraising
 - Marketing and Promotions
 - Event Logistics and Operations
 - Cattle Operations and Ring Management
 - Youth Activities
 - Volunteer Coordination
 - Trade and Vendor Coordination
- ALBS Board representatives where determined by the Board.
- Additional advisors or co-opted members as required.

Multiple Areas of responsibility including reporting may be held by an individual.

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4.2 Appointment

- Committee members shall be appointed by the ALBS Board following an Expression of Interest process or other approved selection method.
- The ALBS Board may appoint additional members where specialist expertise is required.
- Membership reflects a balance of skills, experience, geographic representation, and industry knowledge.

5. Chairperson Responsibilities

The Chairperson shall:

- Lead and facilitate Committee meetings.
- Act as the primary liaison between the Committee and the ALBS Board.
- Ensure the Committee fulfills its responsibilities under these Terms of Reference.
- Promote constructive discussion and decision-making.
- Ensure actions are appropriately allocated and monitored.

In the absence of the Chairperson, the Deputy Chairperson or a nominated member shall perform these duties.

6. Meetings

6.1 Frequency

The Committee shall meet as often as required to effectively plan and deliver the National Show and Sale, with a minimum of monthly meetings during the planning phase and increased frequency as the event approaches (where required).

Meetings may be held:

- Via video conference; or
- By other electronic means.

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6.2 Quorum

A quorum shall consist of fifty percent (50%) plus one of appointed Committee members.

6.3 Decisions

- Decisions should preferably be reached by consensus.
- Where consensus cannot be achieved, decisions shall be determined by a simple majority vote.
- The Chairperson shall have a casting vote in the event of a tied vote.

7. Terms and Conditions of Appointment

7.1 Term

- Committee members shall serve from appointment for the duration of the planning and delivery of the National Show and Sale 2027, unless otherwise determined by the Board.
- Membership may be renewed or extended at the discretion of the Board.

7.2 Attendance

Committee members are expected to:

- Attend meetings regularly.
- Actively contribute to discussions and decision-making.
- Complete assigned actions within agreed timeframes.

8. Terms and Conditions of the Event

- A budget must be prepared for the event by the Committee, approved by the Committee and approved by the ALBS Board of Directors.
- An advertising schedule must be prepared, approved by the Committee, and approved by the ALBS Board of Directors.
- The date and location of the event must be approved by the Committee and approved by the ALBS Board of Directors.
- The entry platform will be determined by the ALBS Board and will be utilised for all entries.
- The email address nss@limousin.com.au shall be used for all committee correspondence.