

**Rural Ontario Institute
Advanced Agricultural Leadership Program (AALP) Advisory Committee -
Terms of Reference**

Purpose:

The AALP Advisory Committee is a committee of the Board of Rural Ontario Institute (ROI). The committee provides leadership and oversight of the Advanced Agricultural Leadership Program. This is to be accomplished through two avenues:

- Providing advice and support to the ROI Program Director and staff involved in delivering the program.
- Providing advice and support to the Board of Directors of ROI on matters related to AALP.

Functions:

The AALP Advisory Committee will:

- **Recommend program applicants to the Board**
 - The committee will ensure applicant interviews take place and participate as possible; review the results; and make recommendations to the ROI Board of Directors.
- **Review the AALP curriculum prior to, and during each class**
- **Assist in Program Policy Development**
 - The committee will look at a range of issues that evolve over time and develop appropriate policies (i.e. discipline; attendance; health issues; class composition; conflict of interest, etc.)
- **Recommend Destinations - North American and International Study Tours**
 - The committee will discuss destinations and provide recommendations to the Board.
- **Review/ Hear Appeals re. Policy Decisions as requested/ required**
- **Assist with Marketing, Fundraising and Recruitment**
 - The committee will assist in the development of marketing, fundraising and recruitment plans, and support and advise on fundraising and recruitment

Composition/Membership:

The AALP Advisory Committee will include;

- Not more than 10 representative of previous AALP Classes
- AALP Curriculum Advisor (U. of G. appointee)
- 1 member of the ROI Board of Directors
- 1 representative from OMAFRA's Rural Economic Development Branch
- The CEO, Program Director (or designate) who will provide administrative support to this committee
- 1 Industry Representative

Committee Appointment and Terms:

Graduating Class: Upon graduation, each class may appoint two class members to join the committee. These appointments are subject to Board approval.

If the number of committee representatives is less than 10, then the committee shall identify a replacement. The replacement is subject to Board approval.

Committee members serve two-year renewable terms beginning in June of every second year, and may serve no more than 10 consecutive years on the committee unless they hold the Chair or Vice Chair positions.

The Chair will serve two (2) renewable two-year terms and will be selected by the committee. The Chair, as program and committee champion will ensure an agenda is prepared, meeting procedures are followed and follow up is completed and will ensure (through the Board member) that the Board of Directors remains informed.

The Vice Chair will serve two (2) renewable two-year terms and will be selected by the committee. The Vice Chair will support the Chair and act in his/ her stead when the Chair is absent.

Accountability:

The AALP Advisory Committee is accountable to the Board of Directors of ROI. The committee will provide reports to the Board of Directors through the Board member following each meeting of the committee.

Meeting Frequency:

The committee will meet as necessary at the call of the Chair and no fewer than three (3) times each year and may meet in person or by video/ teleconference.

Conduct:

Recommendations made by the AALP Advisory Committee are subject to approval by the Board of Directors of ROI.

As a committee of the Board, AALP Advisory Committee members are required to adhere to the Code of Conduct (1.6) as outlined in the Board's governing policies.

AALP Advisory Committee Terms of Reference Processes and Procedures Notes:

1. Adopted by Resolution of the Board of the ROI – December 7, 2017