



Royal Norfolk Agricultural Association

Show Committee and Head Steward Terms of Reference

This document is to be read in conjunction with the Stewards and Volunteers Handbook.

Introduction

The Royal Norfolk Agricultural Association's (RNAA) mission is to help educate young people and adults, and to bring people and business together through a range of inspiring events, including the Royal Norfolk Show, to promote a better understanding of food, farming and the countryside.

We are determined to foster a culture of belonging; a place where our people, customers and partners feel seen, heard, valued, and accepted. This Terms of Reference is produced to ensure that all Head Stewards are aware of the importance we place on fostering a positive and healthy environment for all staff and volunteers.

For the avoidance of doubt the RNAA's Values are defined as:

1. We show respect and kindness to all.
2. We are approachable and collaborative.
3. We are driven and ambitious.
4. We nurture our Family.
5. We deliver EXCELLENCE in all that we do.

Role of Head Steward

The RNAA Head Stewards are an important and prestigious element of the fabric of Norfolk and the Royal Norfolk Show (RNS). They give their valuable time to help deliver the country's largest two-day agricultural show and they are the mainstay of continuity as the RNAA takes forward its programme of work. The primary function of a Head Steward is to help in the planning and delivery of the RNS and to provide leadership to and management of their show section stewarding team.

This Terms of Reference document is not a legally binding contract between us and may be terminated at any time by either party. However, failure to meet the expected conduct may result in the appointment of Head Steward being withdrawn. It is designed to help Head Stewards understand their role.

Head Steward Expectations

- Adhere to the information contained within the Stewards and Volunteers Handbook.
- Attend Council and Show Committee meetings to plan and deliver the Royal Norfolk Show.
- Willingness to represent the RNAA at events in addition to the Royal Norfolk Show.
- Provide support to the Managing Director and whole RNAA team throughout the year during the preparation and delivery of the Royal Norfolk Show.

- Commit to building and maintain a strong relationship with the whole RNAA team.
- Uphold the values and standards of the Association.
- Cooperate with other Head Stewards and stewarding sections.
- Provide an induction to new volunteer stewards within their section.
- Maintain contact with stewards in their section throughout the year and update the office if there are any matters that need to be addressed.
- Provide the public face of the stewarding body and representative of the RNAA to the public and exhibitors attending the RNS.
- On show days, provide strong leadership and guidance to their section stewards, including managing matters and incidents which arise in line with the policies of the RNAA and the Stewards and Volunteers Handbook.
- Should the appointed Head Steward be unable to attend three consecutive meetings the Nominations & Governance Committee may consider the withdrawal of the appointment of the Head Steward.

Head Steward Appointment

- The Nominations & Governance Committee (a sub-group of the Board of Trustees) is responsible for the appointment of Head Stewards. In preparing to make an appointment the Nominations & Governance Committee will consult widely to identify contenders. The advice of the retiring Head Steward will be sought and, if appropriate, the available position may be more widely advertised.
- Prior to appointment it should be understood there are additional expectations placed upon Head Stewards, which they should be willing to support. Once appointed, any change in a Head steward's ability to perform these functions must be raised to the Show Committee Chair. At this stage consideration and discussion will be had with the Nominations & Governance Committee as to whether the Head Steward is able to remain in post.
- Once appointed, the appointment is made initially for a period of five years but can be renewed for further periods at the discretion of the Nominations & Governance Committee.
- Upon appointment the Head Steward then becomes a member of the Show Committee.

The Show Committee

The Show Committee as per the RNAA Memorandum and Articles of Association shall:

- Report to the RNAA Council. RNAA Head Stewards are by virtue of their appointment Council Members.
- Report to the Council and to the Board of Trustees in writing or otherwise as the Council or the Board of Trustees shall require and shall liaise with the Chair of the Council over matters requiring reporting to discussion by, or approval by the Council.
- Be responsible for the organisation and management of the annual agricultural show and ancillary activities in a manner consistent with the objects of the Association and the general framework established by the Board of Trustees.
- The Show Committee shall appoint one of its members to be the Show Committee Chair at the first meeting of the Show Committee following the Annual General Meeting in each year and shall be entitled at any time to remove such appointee and to appoint a replacement. Subject to prior removal by the Show Committee or vacation of the office for any other reason the appointee shall hold office as Show Committee Chair until the first meeting of the Show Committee following the Annual General Meeting after the date of this appointment. Unless he/she is unwilling or unavailable to do so the Show Committee Chair so appointed shall chair every meeting of the Show Committee at which he/she is present.
- No business shall be transacted by any meeting of the Show Committee unless a quorum of not less than one officer of the Association and four other members are present.

Head Steward Succession and Retirement

- Ensure resilience of expertise within the team is developed and identify training requirements.
- Head Stewards may appoint stewards within their team to take on the role of Assistant Head Steward. Quotas and nominations must be discussed with the Charity Manager in advance of any appointments being made.
- To allow the Association to plan for the future, we ask that Head stewards provide advance notice of their intention to retire/step down, giving ideally at least 12 months in advance of last show to be stewarded. This will enable the proposed new Head Steward to be elected by the Nominations and Governance Committee at their October meeting prior to the retiring Head Steward’s final show. The incoming Head Steward will then be in place to assist with the planning for the following year’s show to enable a smooth transition.
- Upon retirement the Head Steward may be considered for nomination as an Honorary Vice President of the Association. The duration of this appointment is at the discretion of the Nominations & Governance Committee.
- If willing, to be prepared to host guests or get involved in RNAA activities and events following retirement.

I have read, understood and accept the show committee and Head Steward terms of reference and the Stewards and Volunteers handbook contents.

Name.....

Signed..... Date.....