

YUKON AGRICULTURAL ASSOCIATION



TERMS OF REFERENCE

YAA Equipment Committee

The Equipment Committee serves as Advisory Committee to provide advice and guidance for the development and delivery of YAA's Equipment Rental Program. For guidelines about Advisory Committees, please see the YAA Board Policy Manual.

Roles and Responsibilities:

- Documenting the roles of renter, custodian, YAA office, equipment committee members, YAA board
- Establishing the rental equipment program's procedures including booking and payment procedures
- Establishing check-in/check-out procedures and cleaning procedures
- Review insurance coverage and ensure required legal statements are included in Agreements
- Reviewing and presenting the User Agreement to the YAA board prior to the start of the season
- Reviewing and presenting annual rental fees and rates to the YAA board for approval
- Reviewing and presenting the Custodian Agreement to the YAA board prior to renewal or tender
- Establishing a public tender to be circulated at the end of the Custodian's contract term
- Provide recommendations to the board based on Custodian proposals

Preferred skills, attributes and availability:

- Regular user of the YAA's equipment rental program (except chair and vice-chair)
- An appreciation of YAA's role as the custodian of equipment unique to the territory
- Invested in setting out and enforcing guidelines for the management of the equipment
- Available to contribute to the review of documentation at the beginning and end of the season
- Available to review items monthly via email
- Access to and regular use of email

Composition:

The Committee is comprised of up to seven members. Committee members must be farmers who have rented the equipment within the last three years, with the exception of the chair of the committee who must be a board member and non-user of the equipment. Vice-chair is non-user of equipment. The committee can invite the Custodian, Executive Committee and/or Executive Director to meetings.

Reporting Requirements:

The Equipment Committee reports to the YAA board monthly through the season on topics such as: usage, repairs, issues and complaints. At the conclusion of the season, the committee reports to the board with a summary of program as well as to the YAA membership at the Annual General Meeting.

Term length: One year.

