

Y-LAB TERMS OF REFERENCE

The Young Leaders Advisory Board (Y-LAB) has been established by the Australasian Railway Association (ARA) Board to harness the ideas of young talent across the Australasian Rail Industry and provide advice and input to the ARA Board.

Y-LAB will consider issues, projects and priorities on the ARA Board agenda and report into the ARA Board to provide its position, proposal and/or advice. Y-LAB will be supported by the Y-LAB Advisory Group, comprised of at least three ARA Board members.

Purpose

1. The purpose of Y-LAB is to:
 - a. formally engage the younger generation of the Australasian rail industry on key industry issues being considered by the ARA Board
 - b. provide a voice for and be a champion of the industry's younger demographic
 - c. provide advice and potential solutions or considerations to the ARA Board as requested on key industry issues
 - d. identify new opportunities and potential projects/proposals for consideration by the ARA Board

Scope

2. Y-LAB will:
 - a. consider key issues, projects and priorities as directed by the ARA Board, providing the younger generation's perspective and advice/considerations on how the ARA Board may wish to proceed
 - b. identify and table new opportunities, issues and potential projects/proposals for consideration by the ARA Board
 - c. champion agreed priorities
 - d. assist in engaging the broader younger demographic of the industry

Structure

3. Y-LAB will be comprised of eight young leaders from ARA member companies across all sectors of the rail industry.
4. The terms of appointment will be equally split between one and two years, allowing for continuity and transition of membership at the end of each year.
5. There will be an equal balance of gender across the eight Y-LAB members.

Appointment to Y-LAB

6. Applications to Y-LAB will be through a formal Expression of Interest (EOI). The ARA will announce the opportunity for EOIs electronically to all ARA members. Applications will be considered by Y-LAB Advisory Group.
7. An EOI must include:
 - a. a statement of at least 250 words (maximum 500 words) outlining the nominee's future vision and priorities for rail
 - b. CV (maximum of two pages)
 - c. a simple two-minute video of the nominee expressing their thoughts and fresh ideas for the future of rail. (NOTE: the video can be completed on a mobile phone. Videos will be reviewed based on the statements by the applicant, not whether it is professionally edited).
 - d. Written consent of the nominee's employer, including support to attend all meetings and agreement to meet any travel, accommodation and incidental costs involved through participation on Y-LAB.

8. To be eligible to submit an EOI, individuals must:
 - a. be 35 years or under at the end of the year that the EOI is issued
 - b. be currently employed by an ARA member company
 - c. commit to a term of appointment of either one or two years.

Meetings

9. Y-LAB will meet up to four times per year scheduled a week or two prior to ARA Board Meetings. Future meeting dates will be indicated as part of the meeting process.
10. Meetings will be conducted face to face.
11. A meeting can only proceed with a quorum in attendance. A Y-LAB quorum has been set as the attendance of six Y-LAB members and two members of Y-LAB Advisory Group (one being the Chair).

Chair

12. Y-LAB will be chaired initially by a representative from Y-LAB Advisory Group.

Agenda Setting

13. The Secretariat, in conjunction with the Chair, will promulgate the agenda and associated papers for each meeting.
14. Y-LAB members, with assistance from the ARA where appropriate, will be responsible for the preparation of papers and/or proposals for consideration at Y-LAB meetings.
15. External presentations will be included where deemed appropriate by members, the Chair and/or Secretary.

Reporting

16. Minutes and a list of action items will be prepared by the ARA Secretariat, approved by the Chair and distributed to members of Y-LAB in a timely manner.

Reporting to the ARA Board

17. Y-LAB Chair will provide a verbal brief to the ARA Board at each ARA Board meeting.
18. Formal reports, through papers will be provided to the ARA Board when deemed necessary.
19. Once adequately established, members of Y-LAB may have the opportunity to attend ARA Board meetings as observers and/or to present Y-LAB reports to the ARA Board.

Y-LAB Advisory Group

20. Y-LAB Advisory Group:
 - a. has been established to support and provide guidance to Y-LAB.
 - b. will consist of at least three ARA Board members.
 - c. will review Expressions of Interest to determine Y-LAB membership,
 - d. will attend meetings and initially Chair Y-LAB.

Funding of projects

21. If required, funding for initiatives will be sought on a case-by-case project basis through the ARA Board.