

Young Leaders Advisory Board

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 represent young rail professionals' interests on key issues to the ARA, its Committees and the Board by:
 - a. formally engaging the younger generation of the Australasian rail industry on key industry issues being considered by the ARA Board
 - b. providing a voice for and be a champion of the industry's younger demographic
 - c. providing advice and potential solutions or considerations to the ARA Board as requested on key industry issues
 - d. identifying new opportunities and potential projects/proposals for consideration by the ARA Board.

Scope

2. Y-LAB will:
 - a. develop an annual strategy outlining its key priorities for the year, demonstrating alignment with the broader ARA Board strategy
 - b. 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
 - c. identify and table new opportunities, issues and potential projects/proposals for consideration by the ARA Board
 - d. champion agreed priorities
 - e. 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 term of the appointment is for two years, with the appointment of four new members every year, allowing for continuity and transition of membership.

Diversity

5. There will be an equal balance of gender across the eight Y-LAB members.
6. To ensure Y-LAB is representative of ARA members and the industry more broadly, efforts will be made to appoint individuals from a geographical spread and diverse industry sectors.
7. Y-LAB membership will be limited to one representative from a member company at any time (ie two representatives from the same company will not be appointed to Y-LAB).

Appointment to Y-LAB

8. 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.
9. An EOI must include:
 - a. a statement of at least 250 words (maximum 500 words) addressing a topic or specific issue to be determined each year by Y-LAB
 - 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.
10. 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 two years.
11. If a Y-LAB reserve meets the above eligibility criteria at the completion of their appointment, they are permitted to submit an application to Y-LAB for a second term.
12. Y-LAB reserves and individuals who are unsuccessful in their application are encouraged to become industry advocates and to support Y-LAB and the ARA in relevant projects and initiatives.

Meetings

13. Y-LAB will meet up to four times per year scheduled approximately three weeks prior to ARA Board Meetings. Future meeting dates will be indicated as part of the meeting process.
14. Meetings will be conducted face to face.
15. 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).

16. Should a member of Y-LAB be absent for two meetings in a row, their position will be offered to a Y-LAB Reserve.

Chair

17. Y-LAB will be chaired by a representative from the Y-LAB Advisory Group.

Agenda Setting

18. The Secretariat, in conjunction with the Chair, will promulgate the agenda and associated papers for each meeting.
19. 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.
20. External presentations will be included where deemed appropriate by members, the Chair and/or Secretary.

Reporting

21. 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

22. A Y-LAB representative will provide a verbal brief to the ARA Board at each ARA Board meeting.
23. Y-LAB is responsible for preparing a quarterly report on its activities for inclusion in each set of ARA Board papers.
24. Y-LAB representatives to attend ARA Executive and Advisory Committee meetings as observers and/or to present Y-LAB reports to the Committees.

Y-LAB Reserves

25. In recognition that natural career movements may create vacancies, an additional two individuals will be appointed as the Y-LAB Reserve; one male and one female.
26. Y-LAB Reserves will be copied in on all Y-LAB correspondence to ensure they are kept abreast of any issues being considered / discussed in Y-LAB.
27. Y-LAB Reserves will be invited to attend one meeting in person per year and will be invited to Y-LAB social or educational opportunities.
28. Y-LAB Reserves will be appointed for one year and be eligible to apply for Y-LAB the following year if they still meet the necessary criteria.

Y-LAB Advisory Group

29. 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 and the ARA CEO
- c. will review Expressions of Interest to determine Y-LAB membership
- d. will attend meetings and Chair Y-LAB.

Funding of projects

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