



## AERA Sub-Committee Terms of Reference

**Name of Sub-committee** AERA Database Sub-committee

**Membership and appointment**

The AERA Database Sub-committee is a sub-committee of the Australian Endurance Riders Association Inc (AERA).  
Membership is open to Management Committee members, Delegates and any other persons as determined to meet the requirements of the Committee purpose.  
Individuals with in-depth knowledge of AERA rules and how the sport is organised, plus existing knowledge of AERASpace or a keen interest combined with a background in similar systems will be approached, as required, to fill vacancies. A longer-term appointment would be preferable, e.g. a minimum of 2-3 years.  
The Database Sub-committee will continue to operate until AERA determines that the subcommittee is no longer required.

**Chairing**

The Chair of the Sub-committee is appointed by the AERA Management Committee meeting held immediately after the AGM.

**Frequency of meetings and quorum**

The AERA Database Sub-committee will meet on a frequency as required to appropriately manage the AERASpace database and subsidiary functionalities.

**Record of meetings**

Meetings will not be minuted.

**Reporting mechanisms**

All activities conducted by the AERA Database Sub-Committee will be reported back to the AERA Management Committee.

**Functions and delegated authority**

The role of the AERA Database Sub-committee is to:

1. Operate as the interface between users (AERA, DAs and DA members) and the technical developers of the database.
2. Provide triage and prioritisation of issues to be fixed.
3. Develop new major features and functions for inclusion into the database within the approved budget.
4. Ensure integrity and continued fitness for purpose of the database on behalf of the MC.