



AERA Sub-Committee Terms of Reference

Name of Sub-committee AERA Finance Sub-committee

Membership and appointment

The AERA Finance 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 approved by AERA, to meet the requirements of the Committee purpose and will include portfolios of Insurance and Sponsorship / Fundraising.

The members are appointed annually, following the Annual General Meeting, with consideration of individuals' skills and interest in the finances of the Association. This Sub-committee will work in collaboration with the AERA Bookkeeper and with the AERA Insurance Broker.

Chairing

The Chair of the Sub-committee is nominated during the Management Committee meeting which reviews the Portfolios and will preferably be the Treasurer.

Frequency of meetings and quorum

The AERA Finance Sub-committee will meet on a frequency as required to appropriately manage the finances and insurance requirements of the Association. Quorum consists of 3 people.

Record of meetings

Meetings will not be minuted.

Reporting mechanisms

All activities conducted by the AERA Finance Sub-Committee will be reported back to the AERA Management Committee covering portfolios of insurance and sponsorship / fundraising and contributing to Treasurer portfolio.

Functions and delegated authority

- The role of the AERA Finance Sub-committee is to:
- Provide a monthly and Annual Review of the financial status of the Association to inform decisions about the day to day management of AERA finances and about AERA fees and charges to the Division Associations (September)
 - Annual Review of the current Insurance Policy to determine whether to seek a pre-renewal report or to seek quotes from alternative insurance brokers. It is the policy of AERA to go to market every two years
 - Seek funding and sponsorship opportunities.