



AERA Sub-Committee Terms of Reference

Name of Sub-committee AERA Rulebook Sub-Committee

Membership and appointment The Rulebook 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. The membership must comprise at least three people. The Rulebook Sub-committee will continue to operate until AERA determines that the subcommittee is no longer required. Its membership will be reviewed at the first AERA Management Committee meeting each year.

Chairing The Chair of the Sub-committee is nominated during the Management Committee meeting reviewing the Portfolios.

Frequency of meetings and quorum The business of the Rulebook SC is usually conducted by email.

Record of meetings Minutes are to be taken of any teleconference or face meetings.

Reporting mechanisms A written report of its activities is to be provided by the Chair of the Rulebook SC to each AERA MC meeting.

Functions and delegated authority The role of the Rulebook SC is to:

- respond to Rulebook queries sent to AERA - where necessary, in consultation with the AERA Management Committee.
- on request, review Rule change proposals from other individuals or groups
- advise the AERA Management Committee on Rulebook issues.