



## AERA Sub-Committee Terms of Reference

**Name of Sub-committee** AERA Awards Sub-committee

**Membership and appointment**

The AERA Awards 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 an interest in organising the purchase and delivery of the range of AERA awards will be approached, as required, to fill vacancies. A longer-term appointment would be preferable, e.g., a minimum of 2-3 years, to achieve a consistent approach and to ensure retention of organisational knowledge. The AERA Awards 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 at the AERA Management Committee immediately following the Annual General Meeting.

**Frequency of meetings and quorum**

The AERA Awards Sub-committee will meet on a frequency as required to appropriately manage the procurement and delivery of awards. All members should be in attendance at the meeting, if possible.

**Record of meetings**

Meetings will not be minuted.

**Reporting mechanisms**

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

**Functions and delegated authority**

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

1. Advise the AERA Management Committee on any updates to or decisions required in terms of the various award application process.
2. Procure awards as required to meeting AERA's obligations for Quilty, Decade Teams, Annual Awards and other awards as determined by AERA.
3. Organise shipment/transport of awards to appropriate locations for the Quilty event, DA Annual Presentations or other events as required.

4. Submit accounts for payment for the purchase of the awards to the AERA Bookkeeper.
  5. Liaise with National Registrar to ensure all awards are confirmed.
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