



AERA Terms of Reference

Name Chief Steward Liaison

Membership and appointment

The Australian Endurance Riders Association Inc (AERA) Chief Steward Liaison portfolio holder is appointed by the AERA Management Committee members from within its members. If no suitable member is identified, a person external to the Management Committee may be appointed.

The portfolio holder will continue to fill the role until AERA determines that it is no longer required. The portfolio holder will be reviewed at the first AERA Management Committee meeting each year.

The Chief Steward Liaison is appointed by the AERA Management Committee at the meeting held immediately after the AGM.

Reporting mechanisms

The Chief Steward Liaison will provide a written report to each AERA Management Committee meeting.

Functions and delegated authority

The Chief Steward Liaison will be the AERA point of contact for Chief Stewards.

The Chief Steward Liaison should establish contact with the Chief Steward Liaison portfolio holders in each Division.

The Chief Steward Liaison is responsible for conducting the Chief Steward accreditation exams for Chief Steward candidates nationally.

The Chief Steward Liaison is responsible for reviewing the accreditation process and exam papers on an annual basis.

The Chief Steward Liaison will provide advice to the AERA Management Committee on Chief Steward related issues.