



## AERA Sub-Committee Terms of Reference

**Name of Sub-committee** EADCM Review Panel

**Membership and appointment** The AERA EADCM Review Panel 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 Sub-committee's purpose. Membership will be reviewed at the first meeting following the Annual General Meeting.  
The EADCM Review Panel will continue to operate until AERA determines that the subcommittee is no longer required.

**Chairing** The Chair of the Sub-committee will be the AERA President.

**Frequency of meetings and quorum** The EADCM Review Panel will meet on an as-required basis following receipt of information of an adverse analytical finding.

**Record of meetings** Minutes of meetings will be taken and provided to the AERA Management Committee.

**Reporting mechanisms** Reporting on activities of the EADCM Review Panel will be in writing to the AERA Management Committee

**Functions and delegated authority** The role of the EADCM Review Panel is to:

1. Upon receipt of a Sample Adverse Analytical Finding, conduct a review to determine whether there are any apparent departures from testing procedures, the FEI standard for laboratories or AERA Rules that caused the Adverse Analytical Finding.
2. Issue infraction notices.
3. Undertake the tasks specified in the AERA's EADCM Rules.
4. Preparation and presentation of an annual report to the AERA Management Committee.

**Commented [KaKM1]:** Should this include preparation of an annual report