



## AUSTRALIAN ENDURANCE RIDERS ASSOCIATION INC.

Inc No Y1458516  
ABN 14 684 748 206  
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# MANAGEMENT COMMITTEE OFFICE BEARERS AND SUBCOMMITTEE MEMBERSHIPS BYLAW

## PURPOSE

This documents the procedure to be followed when appointing Office Bearers to the AERA Management Committee (MC) and memberships of Sub-committees.

## AERA MANAGEMENT COMMITTEE OFFICE BEARERS

There are four Office Bearer positions to be appointed from the membership of the AERA Management Committee – President, Vice President, Treasurer and Secretary.

Nominations for positions of Office Bearers must be made on the appropriate form and must be received by the Secretary at last 3 days prior to the first meeting following the AGM.

- Office bearers are nominated by a member of the MC and seconded by a different member of the MC
- Nominations are presented at the first MC meeting after the AGM
- Voting can be done by show of hands or by secret ballot
- If a secret ballot is requested an independent scrutineer will be appointed (to be arranged prior to the meeting)
- The person with the majority of votes is elected
- If the role of President is to be determined by a vote (the number of nominations received exceeds the number of positions available) the President will vacate the chair and the MC will elect someone to occupy the chair until the vote is determined
- If voting is tied, candidates will be invited to speak to their nominations and there will be a new election

## AERA Sub-committee Membership

AERA Sub-Committee members are appointed by the AERA Management Committee in any manner they see fit, for example at a management committee meeting or by exchange of emails. Typically, most sub-committee members will be appointed at the first management committee meeting following the Annual General Meeting.

Membership of sub-committees should take into account the usual factors that should be considered with the appointment of any committee or board, for example:

- Diversity
- Skill mix
- Representation of relevant interest groups
- Relevant experience
- Time to contribute to SC business
- Any other attribute considered relevant by the management committee

Where the management committee considers it appropriate, expressions of interest should be sought in a manner considered necessary by the management committee.

Current Sub-committee members will be consulted on the appointment of new members, and they may also recommend to the AERA Management Committee a new appointment to the subcommittee.