



## AERA Sub-Committee Terms of Reference

**Name of Sub-committee**

AERA Tom Quilty Advisory Panel

**Membership and appointment**

The AERA Tom Quilty Advisory Panel is a sub-committee of the Australian Endurance Riders Association Inc (AERA)  
Membership is open to Management Committee members and will include people with experience in hosting a TQ Event or with a skill set that is relevant to a specific aspect of running a TQ event. Membership will be reviewed at the first meeting following the Annual General Meeting.  
The AERA Tom Quilty Advisory Panel will continue to operate until AERA determines that the subcommittee is no longer required.

**Chairing**

The Advisory Panel will operate as a self-determining group.

**Frequency of meetings**

The AERA Tom Quilty Advisory Panel may meet as required to provide comment on emerging issues.  
Individuals may be contacted by TQ Ride Organising Committees for advice.  
The Panel should meet after a TQ Event to review any feedback from the event committee.

**Record of meetings**

A report will be provided to the AERA Management Committee on any recommendations from the Sub-committee.

**Reporting mechanisms**

The TQ Advisory Panel will report to AERA Management Committee meeting to provide recommendations of changes to procedures or documents for discussion.

**Functions and delegated authority**

The AERA Tom Quilty Advisory Panel provides advice and guidance to AERA and to TQ Committees on the hosting of the national championship event.  
The Panel will provide an annual review of the TQ Manual with consideration of feedback from the most recent TQ Committee and of any concerns identified by other parties.  
The panel will provide recommendations to AERA regarding any change to procedures to ensure the TQ procedures and documents remain current to all contributing systems.