



AERA Sub-Committee Terms of Reference

Name of Sub-committee AERA Strategic Planning Sub-committee

Membership and appointment

The AERA Strategic Planning 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. Members to this Sub-committee should be willing to commit to membership of this group for at least 3 years to allow for the development, implementation and review of the Strategic Plan. The AERA Strategic Planning 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 Strategic Planning Sub-committee will meet as required to support development, review and implementation of a Strategic Plan and supporting annual operational planning.

Record of meetings

Meetings will not be minuted.

Reporting mechanisms

All activities conducted by the AERA Strategic Planning Sub-Committee will be reported back to the AERA Management Committee. Reporting on achieved indicators will be provided to each meeting of AERA Management Committee as relevant to activities but at least twice per year.

Functions and delegated authority

The role of the AERA Strategic Planning Sub-committee is to:

Develop a three-year Strategic Plan for AERA in consultation with the AERA Management Committee, members and other Sub-committees.

Provided Annual Operational Plans relevant to the Strategic Plan with measurable Key Performance Indicators.