



AERA Sub-Committee Terms of Reference

Name of Sub-committee AERA Website Sub-committee

Membership and appointment The AERA Website 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 Sub-committee's purpose. Membership will be reviewed at the first meeting following the Annual General Meeting.
The Website 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 by the AERA Management Committee at the meeting immediately following the Annual General Meeting.

Frequency of meetings The Website Sub-committee will meet as required to support development and currency of the AERA Website.

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

Reporting mechanisms Reporting on activities of the Website Sub-committee will be in writing to the AERA Management Committee.
A report to all AERA meetings will provide data on visits to the AERA website and communication to the website.

Functions and delegated authority The role of the AERA Website Sub-committee is to:

1. Be a conduit between the AERA Management Committee and the Webmaster.
2. Ensure that information on the AERA Website is current.
3. Update the AERA Website in a timely way as requested by the AERA Management Committee

Commented [KaKM1]: Can we have a "ask a question" option?