



### **Position Description – Committee Member**

The Committee Member position is an important role for VERA as the Committee is responsible for contributing to the management of the sport of Endurance Riding in Victoria. The Committee is the driving force behind the implementation of initiatives to improve the sport and requires someone who is a contributor and prepared to work hard towards the achievement of the goals of the Committee.

A Committee Member is appointed by the membership for a two-year term at the Annual General Meeting (AGM). A Committee Member can also be appointed by the State Management Committee (SMC) to fill a casual vacancy. In this scenario the incumbent only holds the role until the next AGM. This role can only be held by a current financial member of the Association (ordinary or honorary life member).

The role is directly responsible to the SMC and all actions must be in accordance with the rules and directives of the AERA and VERA Inc.

Skills required:

- Professional approach to role
- Time Management
- Good communication
- Good understanding of technology
- Strong knowledge of endurance riding and the rules governing the sport
- Team Player
- Commitment

Key Responsibilities

- Prepare for and attend AGM and SMC meetings
- Participate in SMC activities (Education Seminars, Rides, etc.)
- Contribute to online discussions and voting
- Complete allocated tasks in specified time frames

There is no remuneration associated with this position. Expenses associated with the direct requirements of the role must first be approved by the SMC and will then be reimbursed. A Confidentiality Agreement must be signed by the successful applicant.