



REA COMMITTEE ROLES

PRESIDENT

- Chairperson of General and Committee meetings.
- Oversee Insurance policy's – maintenance of appropriate insurance coverage
- Memberships/Affiliations/Registrations – maintenance of relevant memberships, affiliations and registrations (ie. EFA, Annual Association Return, etc)
- Point of contact for Emergencies, Official Media Releases/Interviews and Hire of REA Grounds.

VICE-PRESIDENT

- Chairperson of General and Committee meetings in the absence of the President
- Risk Management
 - in conjunction with the Grounds Officer conduct regular inspections of the grounds in terms of safety,
 - in conjunction with Grounds Officer and Events Officer inspect REP for suitability for conduct of an event. *Complete Activity Risk Assessment Form*
 - receive Incident and Accident Reports and Co-ordinate response
 - maintain records – Activity Risk Assessment form, Incident Reports, Accident Reports
 - prepare and table report on risk management issues at Committee and General meetings

SECRETARY

- Issue regular notices of meetings to Committee / REA Members.
- Record official minutes of meetings and distribute.
- Collect Mail from PO.
- Receive/prepare in and out correspondence (table summary of these at meetings)
- Maintain records such as Membership List, files of correspondence with Cairns Regional Council, members, suppliers ,etc
- Should be email "savvy", and be able to send out regular updates, reminders etc to Members and Committee.

TREASURER

- Payment of bills
- Receipt of income (ie memberships, agistment payments, etc)
- Prepare and maintain monthly invoices for agistment
- Maintain Agistment Deposits/Refunds.
- Banking
- Prepare Income and Expenditure Journals
- Prepare and table Treasurer's Report for meetings

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AGISTMENT OFFICER

- Point of contact regarding any/all agistment matters.
- Responsible for maintaining REA Agistment Waiting List.
- Prepare and table, Agistment Report of applications and agistment changes for REA Committee approval.
- Maintain, store & file all REA Agistment Applications, emails, correspondence with Agistees.
- Responsible for liaising with new and existing agistees.

GROUNDS OFFICER

- Co-ordinate maintenance activities at the grounds (ie working bees, contractors, etc)
- Maintain the arena grass on a regular basis (ie. mow, spray weeds, etc)
- Conduct regular inspection of the facilities to determine maintenance requirements.
- Maintain Maintenance Record of maintenance activities carried out.
- In conjunction with the Vice President (Risk Management) conduct regular inspections of the grounds in terms of safety.
- In conjunction with Vice President and Events Officer inspect REP for suitability for conduct of an event. *Complete Activity Risk Assessment Form*
- Prepare and table report to meetings on Maintenance activities carried out.
- Monitor fluid levels in all REA machinery/equipment regularly.
- Conduct tractor/maintenance equipment safety inductions for all new members when asked.
- Account for, and monitor all REA equipment/assets.
- Prepare REA Assets List yearly.

GRANTS OFFICER

- Prepare and lodge grants for equipment, training, facilities, etc as determined by the committee
- Maintain grant records
- Co-ordinate the purchase of equipment etc covered by grants
- Prepare grant acquittal documents at the end of a grant and lodge with the relevant department/organization.
- Prepare and table, Grants Report for meetings.

NEW MEMBERS OFFICER

- Maintain and update REA Members list.
- Induct new members/agistees on an as-required basis
 - meet the new members at the REP
 - take the members on a guided tour of the REP explaining the use of the various facilities, access to areas (ie agistment paddocks) etc
 - take the members through the Code of Conduct and answer any queries on the Code, rules, etc
 - record the induction on the Induction Register and table at meetings.
- Assist Events Officer with New Member drives or "Come & Try" days.
- Maximise membership opportunities.
- Prepare and table, Membership Report for Meetings.

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EVENTS OFFICER

- Co-ordinate and implement planned events (ie. training days, competitions, fun sports days, Christmas party, etc)
- Conduct Risk Assessment of REP prior to any REA events in conjunction with Vice President and Grounds Officer and complete Activity Risk Assessment form
- Collect and check all necessary documentation prior to events. ie: Insurance Policy currency, Waiver forms from participants prior to commencement of the event.
- Prepare event costing, information sheets, rosters or timetables of Committee approval.
- Make travel & accommodation bookings for visiting Instructors when needed.
- Prepare and monitor a "Calendar of Events" for Media officer to post on REA Website.
- Work with Membership Officer to hold "membership drives" or "Come and Try" days.
- Prepare and table, Events Report for meetings.

MEDIA OFFICER

- Prepare and distribute regular "Hoofprints" newsletter.
- Prepare media releases, updates, flyers, advertising for Committee approval.
- Collect / Prepare flyers on events, training days update REA website.
- Monitor and maintain REA website and seek permission to use member photos.
- Updates REA website regularly.
- Monitor website costs & usage stats.
- Prepare and table, Media Report & for Meetings.