



CALL FOR TENDERS

The NSWERA State Management Committee (SMC) is calling for tenders from people interested in providing the services of:

1. NSWERA Secretariat/Registrar
2. NSWERA Newsletter Editor
3. NSW ERA Minutes Secretary

Please note that there are three separate positions: the combined Secretariat/Registrar, the Newsletter Editor and the Minutes Secretary.

All three positions will be appointed for an initial two year period, with separate options for a further two years and then one year. To be eligible for the extended terms, the applicable functions must be met to the SMC's satisfaction, with reviews conducted by the SMC in consultation with the position holder, at the end of years 2 and 4.

The SMC intends that all positions will commence on 1 April 2022.

Tenders must address the functions of the position and demonstrate how each function will be fulfilled. Details of relevant skills and experience must be included.

Please contact Kerry Spratt NSWERA SMC on secretary@nswera.asn.au for more information on these positions and the position descriptions.

Tenders, including costs, must be sent to

The Secretary NSWERA, 105 Langford Dr Kariong NSW 2205 or emailed to secretary@nswera.asn.au to arrive no later than 28 February 2022.

NSWERA Secretariat/Registrar

The functions of the Secretariat/Registrar position are:

1. to ensure the day to day business needs of NSWERA, event organisers and the members are met by providing the shopfront secretarial service. The spread of hours will be by mutual agreement between the successful tenderer and the SMC.
2. to ensure the orderly management of NSW endurance riding and it's various competitions, and build on the history of performance data for horses and riders by maintaining and facilitating concise, up to date database records. The successful tenderer must be competent with the operation of the AERASpace database.
3. to work with the SMC to record and provide information relevant to NSWERA and competitions, including providing suggestions for improvement where identified
4. to maintain confidentiality in relation to the records of NSWERA, event organisers and the members, including signing the NSWERA Confidentiality Agreement
5. to maintain the security of the records of NSWERA, event organisers and the members including appropriately secure storage and backing up of records

The Secretariat/Registrar position holder will be provided with a computer, record backup devices and printer by the SMC which will be used for all record keeping and returned to the SMC on conclusion of the appointment agreement. The SMC will reimburse consumables, postage and other reasonable expenses as agreed.



Endurance NSW

NSWERA Newsletter Editor

The functions of the Newsletter Editor position are:

1. to produce a newsletter comprising one edition every two calendar months for the term of the appointment agreement
2. to ensure that the newsletter is a resource that enables the NSWERA members and event organisers to remain informed and current with all aspects of the management and conduct of their sport
3. to ensure that the NSWERA newsletter is a modern publication, including sourcing articles and other content that is informative, engaging and interesting for the members and event organisers and attractive to potential members
4. to assist the SMC by including notices, meeting records and other information in the newsletter, as requested and approved by the SMC
5. to provide the SMC with an annual review of newsletter content and feedback, and provide ideas for improvement. This review is to be provided in April each year for the term of the appointment agreement and cover the editions of the preceding 12 months.
6. to ensure that the newsletter is provided to the printer in a format ready for printing, in the timeframe agreed by the SMC and the printer
7. to ensure that the SMC is provided with an electronic copy of each newsletter edition at the same time as the file is provided to the printer. The format of the electronic copy will be agreed to with the SMC.

All expenses associated with production of the newsletter prior to delivery to the printer will be at the expense of the Newsletter Editor.

NSW ERA Minutes Secretary

The functions of the NSWERA Minutes Secretary are:

1. to attend all meetings of the NSWERA State Management Committee (SMC), and each Annual General Meeting, either in person or by electronic means. If unavailable to attend a meeting sufficient notice must be provided to the NSWERA Secretary to enable an alternative minutes secretary to be arranged, generally 14 days notice.
2. to take accurate, impartial and complete minutes of all meetings of the NSWERA SMC and each Annual General Meeting (unless unable to attend a meeting and an alternative minutes secretary is arranged in agreement with the SMC)
3. to provide draft minutes of all meetings of the NSWERA SMC and the Annual General Meeting to the SMC within 7 days of each meeting
4. to amend the minutes of all meetings of the NSWERA SMC as required by the SMC and provide amended minutes to the SMC members within 7 days of the amended minutes being adopted by the SMC
5. to amend the minutes of each Annual General Meeting as required at the next Annual General Meeting, and provide amended minutes to the NSWERA Secretary within 7 days of the amended minutes being adopted
6. to maintain confidentiality in relation to meetings and minutes as required by the NSWERA SMC, including the signing of the NSWERA Confidentiality Agreement .

Attendance at meetings will be at the expense of the Minutes Secretary unless otherwise agreed with the SMC.

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