ADMINISTRATIVE COMMITTEE OFFICE HOLDERS POLICY

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1 PURPOSE

1.1 This policy establishes an effective, accountable, and transparent framework for managing the Association by providing a list of official administrative committee/sub-committee positions, the incumbents, and their role description.

2 SCOPE

2.1 This policy applies to the members of the association to detail the personnel engaged as office holders in the administrative committee within the Association.

2.2 This policy does not apply to the Executive, as positions are detailed in the Constitution and to “one off” projects and subcommittees formed for specific issue or items, these are raised as required.

3 POLICY STATEMENT

3.1 The RAEME Association Queensland Incorporated is a not-for-profit, volunteer, community service organisation, supporting the RAEME National Network by providing leadership to, and a focal point for all RAEME affiliated Associations in Queensland, by promoting and recognising the Corps and its achievements via independent memorial, celebratory, social, fundraising, sporting and other activities.

3.2 The administrative committee undertakes specific tasks to support the executive and the Association.

3.3 This policy should be read in conjunction with the RAQ Constitution and Strategic Plan.

4 RESPONSIBILITIES

Compliance, monitoring and review

4.1 Committee positions are defined and appointed as per the Constitution and in line with the Strategic Plan.

4.2 Appointed office holders are responsible to—
(a) work effectively with the executive, and the other Association committees/sub-committees; and
(b) work in accordance with any policies and procedures of the Association; and
(c) report to the executive on all matters related to their specific appointment; and
(d) promote and facilitate the Association’s purpose.

4.3 The Secretary is responsible to update the list of appointments within 30 days of a change.

4.4 This policy is to be reviewed annually by the executive to evaluate its continuing effectiveness.

5 REPORTING

5.1 No additional reporting is required.

6 RECORDS MANAGMENT

6.1 Records are maintained relevant to administering this policy as per the RAQ Constitution requirements.

7 RELATED LEGISLATION AND DOCUMENTS

7.1 RAQ Constitution
7.2 RAQ Strategic Plan 2025-2027
7.3 Associations Incorporation Act 1981

8 DEFINITIONS

8.1 Terms not defined in this document will be as per the RAQ Constitution

9 FEEDBACK

9.1 Members can provide feedback about this document by emailing secretary@qld.raeme.org.au

10 APPROVAL AND REVIEW DETAILS

Approval and Review	**Details**
Approval Authority	Executive Management Committee
Next Review Date	January 2027
Approval and Amendment History	**Details**
Original Approval Authority and Date	Executive Management Committee and first approved date 3 February 2021
Amendment Authority and Date	19 January 2022 – Formatting and grammar
Amendment 2.0.4	5 June 2022 Item 2.6 - North Queensland Committee Update
Amendment 2.0.5	23 January 2023 Item 1.10 - RAEME Recovery Mechanics Memorial Committee
Amendment 2.0.6	11 March 2023 Item 1.10 – added Paul Ryan
Amendment 2.0.7	Updated 2.1
Amendment 2.0.8	Updated 1.8 and added 1.11 Youth Member
Amendment 2.0.9	Updated 1.2 and added 1.12 RAEME-Mermaid Old Boys ANZAC Memorial Committee
Amendment 2.0.10	added 1.13 Women in RAEME Committee
Amendment 2.0.11	Amended 1.13, 2.3, 2.6, 3.2. 4.2 (d) and 7.1
Amendment 2.0.12	Amended 1.2, 1,10, 2,2, 2.3, 2.4, 2.6
Amendment 2.0.13	Amendments to role descriptions, updated 1.13
Amendment 2.0.14	Amended 1.2, 1.3, 1.7, 1.13, Header logo
Amendment 2.0.15	Amended 1.12, 1.13, 2.2 & 7.2
Amendment 2.0.16	Amended 1.2, 1.11, 1.13 & 2.6
Amendment 2.0.17	Amended 1.8
Amendment 2.0.18	Amended 2.1
Amendment 2.0.19	Amended 1.2
Amendment 2.0.20	Amended 2.2

11 APPENDICES

1 - List of Administrative Committee Positions (Excluding the Executive)

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The administrative committee undertakes specific tasks, which includes the following appointments:

Item	Position	Name/s	Role Description	Effective
1.1	**Membership Officer**	**Kingsley Pocock**	Maintain the membership data base and welcome packs to new members	
1.2	**Welfare Officer**	**Mitchell Pacey**	Maintain and communicate Vale and Sick parade notices	**Aug 2026**
1.3	**Communications Officer**	**Ross Grant**	Editor of communications	
1.4	**Promotions Officer**	**Bruce Hermann**	Sales and distribution of mechanise	
1.5	**Webmaster**	**Adrian Butcher**	Maintains all web & social platforms functionality	**Sep 2020**
1.6	**Functions Officer**	**Brian Daley**	Coordinator of functions throughout Queensland	**Sep 2019**
1.7	**RAEME National Network (RNN) Representative**	**Steve Evans**	Represents the Association on the RAEME National Network (RNN)	**Sep 2025**
1.8	**ANZAC Day Committee Chair**	**Steve Howells**	Representing the Association on the Brisbane ANZAC Day Parade Committee	**May 2026**
1.9	**RAEME Reserve**	**Ian Leabeater**	All ADF Reserve matters	
1.10	**RAEME Recovery Mechanics Memorial Committee**	**Steve Evans (Chair)**	Manage the Memorial and funds allocated to support its upkeep	**Mar 2023**
		Thomas McDermott		
		Paul Ryan		
		Mick Patman		
1.11	**Youth Member - SEQ**	**Tyler Pidgeon**	POC fostering understanding and engagement with youth members	**Jun 2024**
	Youth Member - NQ	**Riley Burgin**		**Apr 2026**
1.12	**Mermaid Beach Old Boys ANZAC Memorial Committee**	**Edward Bevans**	Engagement with Mermaid Beach AEME SLC to develop a memorial	**Jul 2024**
1.13	**Women in RAEME (WIR) Committee**	**Suzanne Shipp (Chair)**	Committee for organising functions	**Jul 2024**
		Rebecca Rassmussen		
		Michelle Lafferty		**Jan 2025**
Item	**Regional Position**	**Name/s**	**Role Description**	**Effective**
2.1	**Amberley**	**Odette Swaine**	POC and event organiser	**June 2026**
2.2	**Gold Coast**	**Vacant**	Committee for Gold Coast functions and Mermaid Beach AEME SLSC	**Oct 2026**
2.3	**Sunshine Coast**	**Terry Johnson**	Committee for organising functions	**Jan 2025**
		Peter Yates		**Jan 2026**
		John Dack		**Jan 2026**
2.4	**Darling Downs**	**Peter Pile**	Committee for organising functions	**Feb 2020**
		Clarrie Sanders		
2.5	**Central Queensland**	**Vacant**	Committee for organising functions	
2.6	**North Queensland**	**Brian Robb**	Committee Chair and Finance	**Oct 2019**
		Robert Pontifex	Functions/Event Planner	**Oct 2019**
		Jason Ballard	Merchandise Member	**June 2022**
		Greg Jones	Merchandise Member	**April 2026**
		Jason Handsaker	Committee Member	**Feb 2025**