

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—
- work effectively with the executive, and the other Association committees/sub-committees; and
 - work in accordance with any policies and procedures of the Association; and
 - report to the executive on all matters related to their specific appointment; and
 - 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 MANAGEMENT

- 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 |

11 APPENDICES

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

Appendix 1 – List of Administrative Committee Positions (Excluding the Executive)

The administrative committee undertakes specific tasks to support the executive and the Association, 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 Officers | Barry Shipway (Chair) | Maintain and communicate Vale and Sick parade notices | Oct 2015 |
| 1.3 | Communications Officer | Ross Grant | Editor of communications | |
| 1.4 | Promotions Officer | Bruce Hermann | Sales and distribution of merchandise | |
| 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 Representative | Steve Evans | Represents the Association on the RAEME National Network (RNN) | Sep 2025 |
| 1.8 | ANZAC Day Committee Chair | Vacant | Representing the Association on the Brisbane ANZAC Day Parade Committee | |
| 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 | Tyler Pidgeon | POC fostering understanding and engagement with youth members | Jun 2024 |
| 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 | Suzanne Shipp | Committee for organising functions | Jul 2024 |
| | | Rebecca Rassmussen | | Jan 2025 |
| | | Michelle Lafferty | | |
| Item | Regional Position | Name/s | Role Description | Effective |
| 2.1 | Amberley | Dave White | Functions organiser (Spanner clubs) | Jan 2023 |
| 2.2 | Gold Coast | Eddie Bevans | Committee for Gold Coast functions and Mermaid Beach AEME SLSC | |
| | | Barry Skinner | | |
| 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 | Jun 2022 |
| | | Jason Handsaker | Committee Member | Feb 2025 |

Legend - POC = Point of Contact