

It's that time of year again, as the weather heats up and competitions cool down. SAQ's 2020/2021 club year has come to an end and as we start our 2021/2022 club year, we are already planning for 2022.

In a few weeks time, we will be holding our Annual General Meeting and Performance Awards Presentation, including our State Competition finalists awards and your committee hopes you can all support SAQ by coming along.

Your committee also hopes you will look at the attached committee position nomination forms and descriptions and consider volunteering for a position. Without volunteers, our club would be unable to run events and we certainly would not have such a great number of amazing prizes on offer at our competitions. Our volunteers work busily behind the scenes organising these things and committee would welcome more members to join us to 'share the load' as we all have busy lives.

In this digital age, and particularly since the dreaded 'slow down', SAQ members away from easy reach of our Marburg home grounds, now have the opportunity to join our meetings online and participate in the organisation of events or maybe assist SAQ in gaining sponsorship for our competitions. This means you can actively be a part of your club remotely, even if you are as far away as Cairns, Mt Isa, Longreach or Cunnamulla.

Also, if you are outside of our club house's local area, you could network with other clubs in your area or region to see if they will put on standardbred classes at their next activity. This could be a harness event, camp drafting, endurance, local hack or Ag show. Whatever it is, it's all about showcasing what your standardbred can do and if there is enough interest, SAQ may even sponsor classes. So please take some time to have a look at the different positions. By just volunteering an hour a week, you can help your club.

If you would like to nominate for a committee position, please complete the Nomination Form and send to our Secretary Wendy - secretary@saq.com.au. As you must be a current member to be part of the committee, we have also included renewal and new membership forms for your easy access. You can pay your membership via direct bank transfer, PayPal or cheque/money order or even on the day of our AGM by cash or via 'square' eft payment.

We hope to see you at our AGM and if you are located away from our clubhouse but would like to participate, please contact our President Owanna at president@saq.com.au or Secretary Wendy at secretary@saq.com.au to discuss.

Please don't forget to RSVP if you are coming along for catering and COVID safe planning and BYO chair.

THE 2021 QLD STANDARD BRED OFFICIAL MAJOR EVENT SPONSORSHIP IS BY:



SAQ INVITES YOU TO OUR 2021 PERFORMANCE AWARDS PRESENTATION AND ANNUAL GENERAL MEETING

WHEN: 4pm, Saturday 6th November 2021

***WHERE: SAQ Clubhouse, Marburg Showgrounds
45-55 Queen Street, Marburg***

We invite members and guests to join us for our AGM commencing at 4pm, followed by our Annual Performance Awards Presentation including SAQ State Show Trophies (Please wear club shirts for photos).

Light refreshments will be served with merchandise available to purchase (EFTPOS or Cash payments available)

For COVID planning and catering, please RSVP by Monday 1st November 2021 to secretary@saq.com.au

BYO Chair





Standardbred Association
Queensland

2021/2022 SAQ Committee Nomination Form

First Name

Surname

SAQ Membership No.

THE NOMINEE (PLEASE PRINT CLEARLY)

THE PROPOSER & SECONDER

We, the below members, being current financial members of The Standardbred Association Queensland Inc hereby nominate and second the above eligible member for the position/s indicated below for the SAQ Inc Committee for the 2021/2022 term of office. Nominations are due in writing by Wednesday 3rd November, 2021.

Proposer:

Full Name: _____

SAQ Inc Membership No: _____

Signature: _____

Contact Phone Number: _____

Secunder:

Full Name: _____

SAQ Inc Membership No: _____

Signature: _____

Contact Phone Number: _____

NOMINATING FOR THE FOLLOWING POSITIONS:

Management Committee

- President
- Vice President
- Treasurer
- Secretary
- Horse Placement Officer

Sub Committee

- Horse Welfare Officer
- Events Co-ordinator
- Events Team - Points Secretary
- Events Team - Canteen Co-ordinator
- Events Team - Volunteer Co-ordinator
- Events Team - Grounds Liason
- Events Team - General Member
- Events Team - Equipment/Maintenance Co-ordinator
- Events Team - Social Activities Co-ordinator
- Horse Registrar
- Newsletter Editor
- Merchandising Officer
- Grants/Fundraising Officer
- Public Relations
- Risk Management/Safety Officer
- Website Manager

NOMINEE'S AUTHORISATION (This will be filled in by the nominee at the AGM)

I, _____, consent to being nominated for the above position/s on the SAQ Inc Committee for 2021/2022. If elected, I promise to carry out the role and functions of the SAQ Inc Committee in accordance with the rules, procedures and constitution of the association, and in the best interests of the SAQ Inc and its members to whom I will be accountable.

Signature: _____

Date: _____

If you require help with this form or have any questions, please contact us via details below

Postal: PO Box 348, Rosewood QLD 4340
Email : secretary@saq.com.au

Web: www.saq.com.au



COMMITTEE RESPONSIBILITIES

The Committee is responsible for the management of all SAQ affairs. The Committee is to operate in accordance with this Operating Manual.

COMMITTEE ELIGIBILITY

Committee eligibility is open to all financial members of SAQ.

COMMITTEE MEMBERSHIP

The Committee consists of five elected Members holding the following positions:

- President
- Vice President
- Secretary
- Treasurer
- Horse Placement Officer

The Sub-Committee consists of fifteen elected Members holding the following positions:

- Events Co-Ordinator
- Events Team – Points Secretary
- Events Team – Canteen Co-ordinator
- Events Team – Grounds Liaison Officer
- Events Team - Equipment/Maintenance Co-ordinator
- Events Team – Social Activities Coordinator
- Events Team - Volunteer Co-ordinator
- Horse Registrar
- Horse Welfare Officer
- Newsletter Editor
- Merchandising Officer
- Risk Management/Safety Officer
- Grants/Fundraising Officer
- Public Relations Officer
- Web Site Manager

COMMITTEE MEMBERS TENURE AND ELECTIONS

Committee Members hold their positions until the conclusion of the Annual General Meeting following the date of their election. They are eligible for re-election. In the event of a vacancy in the Committee, the Committee may appoint a Member to fill the vacancy until the conclusion of the next Annual General Meeting.

Nominations for election for a Committee position may be delivered to the Secretary from the date of distribution of the annual general meeting agenda until the annual general meeting.

A Committee position becomes vacant if the Committee Member resigns from office, is absent from all Committee Meetings for an unreasonable period of time without leave of absence, or if the position is declared vacant by a resolution at a Club General Meeting.

COMMITTEE AND SUB COMMITTEE MEMBERS - GENERAL

Committee Members are elected by the SAQ to manage all SAQ activities and to make executive decisions as part of the Committee. The role of a general committee member is to provide support to the President, Secretary and other General Committee members to ensure the ensuring the club sets and meets its goals and objectives, is administered according to the Association Rules, and completes all legal and compliance obligations. Committee Members lead the SAQ on behalf of all Members and they are responsible for:

- Providing guidance, support and direction to SAQ Members
- Be well informed of all SAQ activities & be aware of the future directions & plans of members
- Have a good working knowledge of the constitution, club rules and by laws, policies and procedures as well as the duties of all office holders
- Actively promoting the SAQ
- Developing and maintaining promotional material
- Improving the SAQ and the way it operates
- Supporting the Committee and Committee decisions
- Working effectively as a team and in the spirit of goodwill
- Being unbiased and impartial on all issues
- Actively working to ensure that all Committee positions are filled
- Actively encouraging club members' involvement as SAQ Officials, on subcommittees or providing assistance as needed
- Volunteers are trained and supported throughout the year to undertake their roles successfully

PARTICIPATING IN COMMITTEE MEETINGS

Attending and actively participating and contributing in monthly committee meetings is a core function of a committee member. Monthly meetings are held at our Clubhouse at Marburg Showgrounds. If you are unable to physically attend meetings, you can attend via Zoom Video Conferencing. The SAQ Web Master will set up Zoom Meetings and send an invitation to any Committee Member who is unable to physically attend a meeting. Zoom meetings are ideal for Committee Members living some distance from the meeting venue.

ESSENTIAL SKILLS AND REQUIREMENTS

- Dedicated SAQ club member
- Ability to provide calculated opinion in group discussions at committee meetings
- Outgoing personality
- Effective communicator
- Be discreet and able to maintain confidentiality on relevant matters

REQUIREMENTS

General Committee members are expected to:

- Act in the best interest of the members at all times
- Attend & have input at Committee meetings either physically or via Zoom video conferencing
- Undertake the role in good faith and honesty

END OF YEAR HANDOVER

Updating key documents

At the end of each year a key activity of the General Committee will review and revise their position description to ensure it continues to reflect the requirements of the role. The updated Position Description must be provided to the Club Secretary prior to the Annual General Meeting each year.

Induction of the incoming Committee Members

An important responsibility of outgoing General Committee member is to train, mentor and support the incoming General Committee members.

The estimated time commitment required as a General Committee Member is approximately 1 - 2 hours per week.

SAQ COMMITTEE MEMBERS ROLES AND RESPONSIBILITIES

PRESIDENT

The President is responsible for:

- Representing the SAQ where required, and specifically on the SAQ Committee
- Representing the SAQ to MPA and relevant parties
- Communicating and liaising with relevant stakeholders
- Act as a spokesperson for the club & represent it locally, regionally and nationally as required
- Ensure the key stakeholder relationships of the club are maintained and nurtured
- Signing Documents on behalf of the SAQ
- Ensuring the SAQ meets its responsibilities and achieves its objectives
- Ensuring that the decisions made by the committee are carried out
- Regularly liaise with sub committees to ensure they receive assistance & support when needed
- Ensure that all sub-committees are regularly reporting to the committee
- Managing all SAQ activities with the support of the Committee
- Resolving disputes and grievances
- Initiating Projects
- Monitoring the SAQ President email address
- Being well informed about all SAQ activities including the financial position
- Having a good working knowledge and understanding of the Constitution and the duties of all committee and subcommittee members
- Prepare meeting agendas in consultation with the secretary. Setting the agenda for each committee and general meeting, including the clubs annual general meeting
- Chairing the Committee, General and the Annual General Meetings ensuring that the Meeting agenda is followed, the Meeting is conducted according to accepted meeting procedures, all SAQ matters are discussed and the best decisions are made in a timely manner
- Ensure all club positions, roles and sub committees have regularly reviewed position descriptions or terms of references
- Ensure all club activities are documented in operations manuals, policies and procedures
- Ensure all volunteers are trained and supported throughout the year to undertake their roles successfully
- Providing President's reports including for Committee meetings, the AGM, and the newsletter

The estimated time commitment required for President is approximately 2 - 3 hours per week.

VICE PRESIDENT

The Vice-President is responsible for:

- Directly assisting the President in the management of the SAQ
- Performing the role of the President in the President's absence

The estimated time commitment required for Vice-President is approximately 1 - 2 hours per week.

SECRETARY

The Secretary is responsible for:

- Understanding the Club Rules, Constitution, Policies and Procedures, legal and compliance obligations, and ensure the club is run according to these core requirements at all times
- Lodging on behalf of the club all reports and notices as required by the relevant Incorporated Associations Act
- In conjunction with the President, schedule and organise Committee, General and Annual General Meetings including room bookings, producing and disseminating agendas and minutes, and collating Committee reports
- Prepare and circulate, at least 4 days prior to each committee meeting the agenda and supporting reports, including financial reports and any other information required to be considered by the committee
- Take the meeting Minutes of each committee and general meeting, circulating them within 4 days of the meeting to relevant people
- Prepare and circulate according to the Club Rules, the notice convening the annual general meeting, ensuring all members are invited
- Following up progress with Meeting Action Items and organise and delegate tasks
- Maintaining copies of all inward and outward correspondence (including relevant emails)
- Monitoring the SAQ secretary email address
- Holding all current and historical club records
- Maintaining the register of members database
- Maintaining and advising the SAQ Committee and Officials contact lists
- Handle all general club correspondence, responding to any correspondence as required
- Oversee and co-ordinate the club's communication strategy, including its website, email newsletters and social media in conjunction with the Newsletter Editor, Webmaster and Public Relations Officer
- Be the club's point of contact for key stakeholders including, local council, local association and peak sports bodies
- Maintain a register of the latest version of all club documentation including but not limited to the Club Constitution, all policies and procedures, Operating Manuals, position descriptions etc.
- Maintain a register of all marketing material relating to the club's activities (letterhead, logos, posters, brochures etc.)
- Ensure that all volunteers update their position descriptions and any operating manuals, policies and procedures and provide the secretary with the updated version prior to the Annual General Meeting.
- Co-ordinate the induction training for the incoming committee, sub committees, and volunteers

The estimated time commitment required for Secretary is approximately 2 - 3 hours per week.

TREASURER

The Treasurer is responsible for:

- Ensuring that the SAQ remains financially viable by the effective and transparent management of SAQ funds
- Maintaining the SAQ Financial Records and producing accurate financial reports for Committee and General Meetings
- Provide monthly profit and loss reports and balance sheet to the committee each month (generally presented at each committee meeting)
- Provide a list of payments for the previous month to the committee each committee meeting
- Provide a list of revenues outstanding and payments to be made at each committee meeting
- Managing SAQ funds, ensuring that all income is banked and all payments are authorised
- Preparation of a club budget and cash flow projection at the start of the year for review and sign off by the committee
- Record all financial transactions in the clubs accounting system as well as maintaining a list of club assets and liabilities
- Allocate regular time periods to maintain the books
- Implementing financial management procedures which protect both the club's funds and assets and the volunteers who handle them
- Control the club bank account(s), ensuring only those authorised are bank account signatories
- Ensure all approved expenditure is paid as when it falls due
- Ensure all moneys due to the club are collected
- Where an audit or review is required ensure it is completed in time for the financial reports to be presented to members at the Annual General Meeting
- Produce the financial report to members to be presented at the Annual General Meeting
- Undertake all legislatively required reporting and submissions
- Must be proficient with using MYOB Account Right.

The estimated time commitment required for Treasurer is approximately 2 - 3 hours per week.

HORSE PLACEMENT OFFICER

The Horse Placement Officer is responsible for:

- Representing the SAQ where required, and specifically on the SAQ Committee
- Representing the SAQ to Qld Racing Integrity Commission, Racing Queensland, Marburg Pacing Association and relevant parties
- Communicating and liaising with relevant stakeholders
- Act as a spokesperson for the club & represent it locally, regionally and nationally as required
- Ensure the key stakeholder relationships of the club are maintained and nurtured
- Co-ordinating and managing all incoming and outgoing adoption/sale horses
- Liaising with trainers/owners to promote and build the SAQ Horse Adoption Program
- Transferring Adoption Horse Register details to the Horse Welfare Officer once Adopted Horse has been suitably placed in an Adoption Home
- Ensuring the Adoption Horse Register details are up to date and accurate – including following up all adoption horse health checks (in conjunction with the Horse Welfare Officer)
- Liaising with prospective Adoptees
- Developing a strong relationship between the SAQ and in all matters relating to adoption horses and availability

The estimated time commitment required for Horse Placement Officer is approximately 3 - 4 hours per week.

HORSE WELFARE OFFICER

The Horse Welfare Officer is responsible for:

- Keeping Adoption Horse Register details up to date – including following up all adoption horse 3 month photo updates, and 6 and 12 month health checks
 - Sending reminders to Adoptees for Wellbeing Checks
 - Maintain accurate records of when Wellbeing/Health Checks are received in the Horse Adoption Database
 - Giving feedback to trainers/owners (when requested) regarding the well being of donated horses through the SAQ Horse Adoption Program
 - Liaising with Horse Placement Officer with regards to welfare concerns of adoption horses
 - Following up any Horse Welfare issues in conjunction with the Horse Placement Officer and the President
 - Providing Horse Welfare Reports at Committee Meetings
- The Horse Welfare Officer plays two main roles at a competition or event, they are:
- To act as a visual deterrent in order to prevent any breaches of horse welfare from occurring.
 - To act as a point of contact for other competitors or spectators to notify incidents of concern, and to then assist that person in making a report.
 - The Horse Welfare Officer should have an understanding of the rules of the event, and an understanding of appropriate horse welfare.

The estimated time commitment required for Horse Welfare Officer is approximately 1 - 2 hours per week.

EVENTS CO-ORDINATOR/MANAGER

The Events Co-ordinator is responsible for:

- Administration and management of the Events team
- Creating a proposed Calendar of Events for the Year and discuss at Committee Meetings
- Submitting Events Proposal Submission form to Committee for approval of Proposed Events
- Maintaining Current Calendar of Events on the SAQ Website and Facebook, and regularly updating calendar
- Submit regular event reports to the committee as required
- Organising Musters and liaising with suitable instructors/experts to develop regular clinics and members training days
- Liaising with the Marburg Show Society & MPA to run regular Musters at Marburg Home grounds
- Coordinating SAQ Displays and Special Events including Ridden Displays at Marburg Races
- Consultation with instructors, oversee training times & venues
- Be available to assist with coaching at musters, clinics and events
- Liaise with Risk Management/Safety Officer to ensure that all events are run in accordance with Safety requirements for insurance purposes
- Co-ordination/Delegation of the SAQ Annual State Championships – Dressage, Show Jumping and Hacking and Harness
- Co-ordination/Delegation of the Annual QLD Standardbred Track to Hack Series & Final

The estimated time commitment required for Events Co-ordinator is approximately 2 - 3 hours per week.

EVENTS TEAM – POINTS SECRETARY

The Events Team – Points Secretary is responsible for:

- Maintenance of recorded points from SAQ website.
- Preparation and presentation of the Summary report for management committee for End of Year Trophy's.
- Assist in the preparation of the SAQ Annual State Championships Scoring Spreadsheet.
- Preparation and presentation of the Summary report for management committee for State Championships Overall Results.
- Assist in the preparation of the Annual QLD Standardbred Track to Hack Series & Final Scoring Spreadsheet.

The estimated time commitment required for Events Team – Point Secretary is approximately 1 hour per week.

NB: This position can be done remotely if required and would be ideal for someone that would like to assist, but lives in an area outside SE QLD area. Good internet connection is desirable.

EVENTS TEAM – CANTEEN CO-ORDINATOR

The Events Team – Canteen Co-ordinator is responsible for:

- Planning, organising, and monitoring the operations of the canteen, including the rostering of voluntary workers, record-keeping, opening and closing the canteen, preparation and cooking for service at Events held at Marburg Home grounds.
- Menu planning for events held at Marburg Home grounds.
- Counting, recording & reconciling takings and providing financial ledgers to the Treasurer.
- Ensure that stock is kept at appropriate levels and a stock take is undertaken as needed.
- Implement procedures and processes regarding food safety to ensure that correct food handling and hygiene practices are performed to prevent food spoilage & contamination
- Ensuring all canteen volunteers are familiar with correct food handling and hygiene practices in line with relevant legislation.
- Ensuring the health, safety and welfare of others in the canteen including undertaking a canteen risk assessment for hazards as needed according to WH&S legislation;
- Security in the canteen such as money, locking all doors and windows, switching off all appliances (except refrigeration units) and restricting entry to the canteen to only those who are authorised to be there.
- Ensuring the cleaning incidental to the main function of the canteen is carried out as needed
- Logging maintenance issues and adhering to WH&S policies and procedures;
- Requirement of holding a 'Food Safety Supervisors Certificate' or the ability to gain one (Available as an online course and paid for by SAQ).
- Work with the Treasurer to accurately set canteen purchases & sales targets which will be reflected in the Association's budget.
- Assisting the Events Co-Ordinator in organising Canteen set up for Musters, clinics, members training days and Competitions at our Home Grounds at Marburg Showgrounds.

The estimated time commitment required for Events Team – Canteen Co-ordinator is approximately 1 hour per week

EVENTS TEAM – GROUND LIAISON OFFICER

The Events Team – Grounds Liaison Officer is responsible for:

- The role of the Ground Liaison Officers is to form strong relationships with key local stakeholders including Marburg Show Society Committee, Marburg Pacing Association Committee and local Council.
- Be the primary point of contact between Marburg Show Society, Marburg Pacing Association and the Association
- Ensure all messages and information received from Marburg Show Society & Marburg Pacing Association are distributed to the appropriate people within the association
- Communicate and co-ordinate the resolution of any facility maintenance issues with Marburg Show Society
- Liaise with Marburg Show Society & Marburg Pacing Association in the planning and the delivery of major club events and activities
- Make application to the Marburg Show Society and Marburg Pacing Association for access to any council owned facilities the association wishes to use during the year for training, competitions and social activities.
- Collect and distribute the keys to the association facilities, ensuring the club keeps a register of who has which keys
- Ensuring facilities are kept in good working order to meet leasing arrangements with Marburg Show Society as well as club demands
- Seek approval from the Marburg Show Society for any improvements or work intended to be carried out by SAQ prior project commencement
- Attend Marburg Show Society & Marburg Pacing Association forums and committee meetings as will be required from time to time

The estimated time commitment required for Events Team – Grounds Liaison Officer is approximately 1 hour per week

EVENTS TEAM – EQUIPMENT/MAINTENANCE CO-ORDINATOR

The Events Team – Equipment/Maintenance Co-ordinator is responsible for:

- Undertake a review of all club equipment and identify the club's equipment needs for the upcoming season.
- Review all club equipment from an operational and safety perspective. Organise Repair of equipment as required and disposing of equipment no longer usable. (Ensure the equipment register is updated for equipment no longer being used)
- Identify new equipment needs for the upcoming season, obtain quotes, and seek approval from the committee to purchase the equipment.
- Update the equipment register for all new equipment purchased
- Allocate club equipment to appropriate club officers, updating the equipment register to note who is now responsible for each piece of club equipment
- Liaise with equipment suppliers for purchases and maintenance
- Ensure those using club equipment have been trained or qualified to do so
- Monitor equipment throughout the year to ensure it remains accounted for and in safe working condition
- Ensure equipment not being used is stored in a manner conducive to its safe use and longevity
- Schedule seasonal service for equipment where necessary in conjunction with Treasurer
- Assisting the Events Co-Ordinator in organising equipment for Musters, clinics, members training days and Competitions

The estimated time commitment required for Events Team – Equipment/Maintenance Co-ordinator is approximately 1 hour per week

EVENTS TEAM – SOCIAL ACTIVITIES CO-ORDINATOR

The Events Team – Social Activities Co-ordinator is responsible for:

- The role of the social events coordinator is to coordinate the social activities of the club.
- “Recruit” groups (sub committees) of people to assist in the development and successful implementation of each of the social activities.
- Work with the Club Treasurer to accurately set social activities fundraising targets which will be reflected in the club’s budget
- Review the social activities from & determine the social activities for the upcoming season.
- Liaise with the President and Committee to ensure the proposed social activities for the upcoming year reflect the current opinions and preferences of members and supporters
- Provide the committee with the recommendations for the proposed social activities for the coming year (this should include budgets identifying the proposed revenues and costs for each activity)
- Create the marketing information for each social activity which can be provided to participants to assist in the promotion of club social activities
- Ensure the SAQ website is updated to reflect the social activities for the year.
- Have social media posts created that promote club social activities
- Be the primary point of contact for all social activity enquires
- Ensure the collection of social activity revenues

The estimated time commitment required for Events Team – Social Activities Co-ordinator is approximately 1 hour per week

EVENTS TEAM – VOLUNTEER CO-ORDINATOR

The Events Team - Volunteer Co-ordinator is responsible for:

- Assessing the volunteer needs of each area of the club in both general club operations and special events.
- Consider the knowledge, skills and time required for each role
- Recruit volunteers to roles that suit them and
- Organise the orientation, training, and the induction of volunteers
- Work with the Secretary organising volunteer rosters and maintaining records
- Ensure the club has adequate numbers of volunteers in each area of the club (e.g. instructors, social function organisers, canteen staff etc)
- Continually check with volunteers to identify any issues or if additional training or support is required.
- Ensure that volunteers are reimbursed for their approved out-of-pocket expenses
- Submit regular reports to the committee as required
- Ensure that each volunteer is recognised & thanked for their contribution throughout the year
- Identify ways to improve the volunteering experience, either through training or support.

The estimated time commitment required for Events Team - Volunteer Co-ordinator is approximately 1 hour per week.

NB: This position can be done remotely if required and would be ideal for someone that would like to assist, but lives in an area outside SE QLD area. Good internet connection is desirable.

EVENTS TEAM - GENERAL

The Events Team is responsible for:

- Assisting the Events Co-Ordinator in organising Musters, clinics, members training days and Competitions
- Assist in the Co-ordination of the SAQ Annual State Championships
- Assist in the Co-ordination of SAQ Ridden Displays at Marburg Race Days
- The Events Team also assists in organising Catering for Events etc.

The estimated time commitment required for Events Team is approximately 1 - 2 hours per week.

HORSE REGISTRAR

The Horse Registrar is responsible for:

- Coordinating & managing the registration of all members horses registration details
- Ensuring the Horse Registration Form includes all required information
- Developing a strong relationship between the SAQ and in all matters relating to horse registration.
- Ensuring all Horse Registration Cards are processed and forwarded to members in a timely manner
- Maintaining the SAQ Horse Register, and producing reports as requested by the Committee
- Keeping Horse Register details up to date

The estimated time commitment required for Horse Registrar is approximately 1 hour per week.

NB: This position can be done remotely if required and would be ideal for someone that would like to assist, but lives in an area outside SE QLD area. Good internet connection is desirable.

NEWSLETTER EDITOR

The Newsletter Editor is responsible for:

- Producing and editing the quarter monthly SAQ Newsletter
- Ensuring all financial members receive a copy of the SAQ Newsletter
- Collaborate with the SAQ Committee to include current reports from Office Bearers
- Liaise with Events Co-ordinator to keep members well informed and up to date with upcoming events, clinics, musters, and relevant shows
- Liaise with members to collate articles, stories, and pictures for the SAQ Newsletter
- Send newsletter files to the Web Page Co-ordinator each month
- Keep in touch with other state Newsletter Editors and share resources

The estimated time commitment required for Newsletter Editor is approximately 1 - 2 hours per week.

NB: This position can be done remotely if required and would be ideal for someone that would like to assist, but lives in an area outside SE QLD area. Good internet connection is desirable.

MERCHANDISING OFFICER

The Merchandising Officer is responsible for:

- Maximising the revenue and sales of club related clothing, apparel and merchandise sold each year
- Holding and maintaining all SAQ merchandise
- Liaising with SAQ Committee with regards to purchases and sales of SAQ merchandise
- Maintaining the SAQ Merchandising Records
- Sourcing quotations and prices from relevant suppliers
- Review the apparel, clothing and merchandise sold by the club in previous years, ensuring its suitability for the upcoming year
- Finalise range of apparel, clothing and merchandise for the upcoming season
- Provide the committee with the recommendations for all apparel, clothing and merchandise for the coming season
- Liaise with the President and Committee to ensure apparel, clothing and merchandise reflect the current opinions and nature of club members
- Work with the Club Treasurer to accurately set apparel, clothing and merchandise sales targets which will be reflected in the club's budget
- Create the 'merchandise sales' marketing information which can be provided to club participants to assist in the selling of club merchandise
- Have the SAQ website updated to reflect current apparel, clothing and merchandise information.
- Be the primary point of contact for all apparel, clothing and merchandise enquires

The estimated time commitment required for Merchandising Officer is approximately 1 hour per week.

RISK MANAGEMENT/SAFETY OFFICER

The Risk Management/Safety Officer is responsible for:

- Create and maintain the club's Risk Management Plan encompassing all the activities of the club
- Ensure that all club participants are aware of their responsibilities under the club's Risk Management Plan
- Continually monitor club activities to identify and minimise risks
- Advise the Committee of Risk Management/Safety issues that may be relevant at events etc
- Ensure training, competition and social facilities are continually monitored prior to each session to identify any unsatisfactory risks
- Be actively involved in the planning and development of new club social, sporting and fundraising activities to ensure there are no unacceptable risks
- Be the focal point for all health and safety enquiries
- Induction of new members, coaches and officials to safety and health aspects of the club and operations
- Maintaining a current Senior First Aid and CPR certificate
- Maintain and restock SAQ First Aid Kit

The estimated time commitment required for Risk Management/Safety Officer is approximately 1 hour per week.

GRANTS/FUNDRAISING OFFICER

The Grants/Fundraising Officer is responsible for:

- Investigating and Coordinating all grants and fund raising activities
- Coordinating efforts to obtain sponsorship (money or goods) and grants
- Review and if required develop sponsorship and grant categories which seek to grow the club
- Provide the committee with the recommendations for all sponsorship types and fees for the upcoming year
- Work with the Club Treasurer to accurately set sponsorship sales targets which will be reflected in the club's budget
- Create the sponsorship marketing information which can be provided to club participants so they can sell sponsorships to their network of family and friends
- Have the club website updated to reflect current sponsorship information.
- Have social media posts created that promote and sell the club sponsorship
- Be the primary point of contact for all sponsorship and grant enquires
- Assist with the collection of sponsorship applications and fees
- Ensure Grant and Sponsorship Acquittals are completed as required
- Ensure that all sponsors are welcomed and included in all club activities
- Ensure sponsors receive recognition and acknowledgement certificates (or something similar) for their sponsorships which they can display in their workplace.
- Ensure that all sponsors are personally thanked for their support throughout the year
- Seek feedback from key sponsors on how the club can continue to create value for them for next year and beyond.

The estimated time commitment required for Grants/Fundraising Officer is approximately 1 - 2 hours per week.

NB: This position can be done remotely if required and would be ideal for someone that would like to assist, but lives in an area outside SE QLD area. Good internet connection is desirable.

PUBLIC RELATIONS OFFICER

The Public Relations (Promotion) Officer is responsible for:

- Promoting SAQ activities through the newspapers, notice boards, newsletter, website, Facebook and message systems
- Understand the key social, fundraising and sporting activities that will take place throughout the year and develop strategies to support and promote each activity
- Identify the local media whom the club would like to publish stories and identify the key reporters, producers and editors.
- Co-ordinate the production and submission of weekly media releases, which may include quotes, articles, videos and photographs
- Organises media coverage for publicity for club milestones, events and activities
- Assist the President and Committee in promoting the club in the local and wider community.
- Prepares media kits or background information at the start of the year for upcoming events, activities and milestones.
- Determine which social media platforms and strategies best suit the achievement of your communication strategy and club goals and objectives
- Review and update the social media policy (code of conduct) and ensure this is provided to the committee for sign off
- Actively update the club's different social media platforms throughout the week during the season (updating followers on results, achievements, milestones and upcoming events etc)
- Promote club's key activities and events throughout the year
- Actively engaging followers to transform visitors into advocates for the club (creating a sense of belonging between the club and each individual)

The estimated time commitment required for Public Relations Officer is approximately 1 - 2 hours per week.

NB: This position can be done remotely if required and would be ideal for someone that would like to assist, but lives in an area outside SE QLD area. Good internet connection is desirable.

WEB SITE MANAGER

The Web Site Manager is responsible for:

- Building or assisting in the development of a website
- Maintaining and updating the SAQ Website in consultation with the SAQ Committee, ensuring all information is relevant and current
- Managing website and performing continual maintenance; this can include links, database, and other functions
- Ensure any point of contact from the Website is delivered to the relevant committee member
- Debug issues that arise with the performance of the website
- Liaison between IT partners
- Stay up to date on the web's latest technologies and make sure the site and its products are always mobile-friendly and multi-platform ready
- Provide relevant training to identified Committee Members who need to regularly update their information on the SAQ Website i.e.. Horse Placement Officer, Newsletter Editor etc

The estimated time commitment required for Web Site Manager is approximately 1 - 2 hours per week.



MEMBERSHIP RENEWAL

Standardbred Association Queensland Inc. Membership Renewal Form

Please fill out all details so we can update our database

PERSONAL INFORMATION

Membership Number (if known):

Title: First Name: Surname:

Other Family SAQ Members Names:

Address:

Home Phone:

Mobile Number:

Email Address:

Date/s of Birth:

Office Use Only

Member Number:

Fee Paid:

Date Processed:

Other Correspondence:

E.g. Horse Placement/Rego etc.

Entered to Database:

Approved Sign:

MEMBERSHIP FEES (PLEASE TICK APPLICABLE)

Family (\$75) Single (\$50) Junior – Under 18yrs (\$35)

Membership Fee \$

TOTAL FEES PAYABLE: \$

Membership is valid from 1st October and will be due for renewal 30th September

Signature/s: Date:

Members under 18 years must be countersigned by a parent or guardian

Membership renewal can also be done online:

<http://www.saq.com.au/pages/saq-membership/membership-online.php>

DISCLAIMER:

The SAQ Inc. will not be responsible for any accident that may occur to any member, associate or guest at any function or ride. The SAQ Inc members shall hold the SAQ Inc harmless and indemnify it against any legal proceedings arising out from any incident. The Committee, whose decision is final, shall determine any matter arising, not specifically provided for in the foregoing. The SAQ Inc Committee has the right to suspend anyone from riding if they are unable to control their horse. The SAQ do not guarantee the quality, condition, temperament or appropriateness of the horses placed in our Horse Placement Program. The final selection and decision to take a horse is the responsibility of the individual member and/or their relevant guardian.

Payment can be made by Cheque, Bank Deposit or Paypal (including Credit and Debit Card payment).
All cheques to be made payable to "SAQ Inc".

Completed forms and Membership Fees should be sent attention to the Secretary:

✉ Box 348, ROSEWOOD QLD 4340 📧 secretary@saq.com.au



Standardbred Association
Queensland

MEMBERSHIP APPLICATION

Standardbred Association Queensland Inc. New Membership/Horse Placement Form

PERSONAL INFORMATION

Title: First Name: Surname:

Other Family SAQ Members Names:

Address:

Home Phone:

Mobile Number:

Email Address:

Date/s of Birth:

Office Use Only

Member Number:

Fee Paid:

Date Processed:

Other Correspondence:

Eg Horse Placement/Rego etc

Entered to Database:

Approved Sig:

MEMBERSHIP FEES (PLEASE TICK APPLICABLE)

Family (\$75) Single (\$50) Junior - Under 18yrs (\$35) Adoption Fee (per horse)

Horse Placement Fee (per adopted horse):

- \$95.00 for unstarted Off the Track Standardbred
- \$300.00 for started/retrained Standardbred

\$

Membership Fee (minimum 2 years membership for Horse Adoption):

\$

TOTAL FEES PAYABLE:

\$

Previous Club Memberships:

Signature/s: Date:

Members under 18 years must be countersigned by a parent or guardian

DISCLAIMER:

The SAQ Inc. will not be responsible for any accident that may occur to any member, associate or guest at any function or ride. The SAQ Inc members shall hold the SAQ Inc harmless and indemnify it against any legal proceedings arising out from any incident. The Committee, whose decision is final, shall determine any matter arising, not specifically provided for in the foregoing. The SAQ Inc Committee has the right to suspend anyone from riding if they are unable to control their horse. The SAQ do not guarantee the quality, condition, temperament or appropriateness of the horses placed in our horse placement program. The final selection and decision to take a horse is the responsibility of the individual member and/or their relevant guardian.

Payment can be made by Cheque, Bank Deposit or Paypal (including Credit and Debit Card payment).
All cheques to be made payable to "SAQ Inc".

Completed forms and membership fees should be sent attention to the SAQ Secretary:

✉ PO Box 348, ROSEWOOD QLD 4340

✉ secretary@saq.com.au