



# NSWERA Governance Manual

## SMC Position Description - Document No. 7.4.4

Position Title

### Insurance

Position Purpose

Ensure members injured at NSWERA events have access to financial insurance support by facilitating the insurance coverage and assisting members to process insurance claims.

Principle Accountabilities & Performance Indicators.

#### Coverage of Events

Ensure all approved NSWERA rides have insurance coverage by submitting the appropriate advice form with the AERA Insurance Officer and updating the advice with any changes that may occur.

KPI – All scheduled NSWERA rides have Insurance coverage.

#### Liaison

Provide assistance and advice to ride committees seeking Certificates of Currency. Answer queries and provide advice and assistance to members, committees, and officials regarding the insurance process. Assist members to follow up outstanding claims when requested.

#### Incidents

Should an accident occur, forward the Chief Stewards Report detailing the incident to the AERA Insurance Officer and provide process advice and assistance to the claimant.

KPI – All incidents reported.