



RAE CORPS POLICY STATEMENT

**Head of Corps
Royal Australian Engineers
School of Military Engineering
Steele Barracks
Moorebank Avenue
MOOREBANK NSW 2170**

30 September 2008

STATEMENT 4 - RAE CORPS SHOP

Issued by the Head of Corps Royal Australian Engineers for application within the Royal Australian Engineer Corps.

A handwritten signature in black ink, appearing to read 'W.G. Budd'.

**W.G. BUDD, CSC
Brigadier
Head of Corps
Royal Australian Engineers**

DISTRIBUTION:

RAE Corps List A

VERSION CONTROL DATA

Title:	Statement 4 – The RAE Corps Shop
Author:	SO2 HOC
Approver:	HOC
Version Number:	Version 1.0
Date of Approval:	
Summary of last modification:	Initial issue of Statement
Modified by:	
Next review date:	30 June 2009

Sect	Topic	Changes

RAE CORPS SHOP

References:

- A. RAE Corps Shop Constitution dated 21 May 2008.
- B. MPA Vol 3 Chap 3.

Introduction

1. The RAE Corps Shop is located within The School of Military Engineering (SME) and is managed on behalf of the Corps by a committee appointed by CO SME. The name of the Non-Public Monies Account (NPMA) is the Royal Australian Engineer Corps Shop Account, hereinafter referred to as the RAE CS.

Aim

2. The aim of the RAE CS is to provide a service to past and present members of the Corps through the sale of Corps memorabilia, historical books, collectables and general military items.

RAECS Committee

3. The RAE CS Committee is the executive for day-to-day RAE CS operations. The committee is to consist of the following appointments:

- a. President.
 - b. Secretary.
 - c. Treasurer.
 - d. RAECS Manager.
 - e. RAECS Assistant Managers.
 - f. Wing Representatives (GEW, SEW, CEW, CW, HQ, EOW).
4. CO SME is to appoint all members of the RAECS Committee excluding the Wing Representatives who will be appointed by Wing OCs. CO SME is the Commanding Officer and approving authority for the conduct of the RAE CS Non-Public Money Account.
5. Decisions by the RAE CS Committee are subject to veto by the CO SME.
6. Assistant members may be appointed if required. Assistant appointments are restricted to one assistant member per committee position.
7. Appointed RAE CS committee members are to be notified in SME Routine Orders Part 1.

8. The RAE CS Committee responsibilities include:
 - a. Operation of the account IAW references A and B;
 - b. Implementation and maintenance of the RAE CS Business Plan;
 - c. Establishment of Corps Shop Standard Operating Procedures;
 - d. The conduct and recording of quarterly Committee meetings;
 - e. Stock management; and
 - f. Provision of access to the RAE CS for trading.

Committee Meetings.

9. The quorum for a Committee meeting is not less than six committee members. Assistant members may represent a Committee member in that member's absence.
10. Meetings are to be convened not less than quarterly in a calendar year. Extraordinary meetings are to be convened as deemed appropriate by the President or CO SME.
11. The Committee is to draft a Business Plan for approval by CO SME. Once approved the plan is to be reviewed on an annual basis and presented to CO SME for annual endorsement.

Advertising

12. The RAE CS committee is to liaise with the RAE Corps Site webmaster IOT advertise the Shop's merchandise on the Corps Internet website and to provide an appropriate order form. The website is to include the Shop's POC for general enquiries.

Conclusion

13. The RAE Corps Shop provides specialist corps items such as ties, cuff links and other sapper specific merchandise as well as general merchandise that may be of interest. The Shop will endeavour at all times to provide merchandise at less than retail price. Profits from the RAE CS will be disbursed to the RAE Corps Fund and hence provide a benefit to all members of the Corps.