



## GOVERNANCE REFORM & RENEWAL ROADSHOW

*Good Governance is about doing the business of Pony Club better*

**JULY 2018**

The PCV State Council has embraced change and initiated a governance review designed to make PCV function more effectively from the top table whilst ensuring that activities on the ground, at club level and for everyone competing and being involved on a day to day basis remain unchanged.

The content of this document has been approved by your State Council.

The decision to give effect to the changes is in your hands.

### **Change No 3: Management**

Management has always been there, doing an amazing job to support everyone involved in Pony Club.

This description of what management – the office – is to do is to clarify the extent of its responsibilities.

#### **A. Purpose**

To enable the strategic objectives of Pony Club Victoria to be achieved by providing management support and resources to the, Board, State Council, Members and Committees in day to day administration and policy implementation.

#### **B. Role – Organisation**

1. Produce operations plans to support and enable effect to be given to the PCV strategic plan.
2. Maintain and implement management policies for the effective and efficient operations of PCV including but not limited to office administration, staffing and insurance.
3. perform and manage financial transactions for all aspects of the business including membership subscriptions, event subcommittees income and expenditure, PAYG payments to staff and reimbursement to volunteers

4. Maintain the membership data base, update the website and all manage electronic communication to members
5. Compile and edit the PCV Magazine ready for publication and distribute in either hard or soft copy in accordance with the Board approved schedule.
6. Maintain regular contact with various groups and individuals including
  - (a) PCV members and clubs
  - (b) Peak bodies including Government agencies, Vicsport and VicHealth
  - (c) Other equestrian bodies such as Pony Club Australia, Equestrian Australia, HRCVA
  - (d) All sponsors and funding partners
7. Obtain and acquit grant funding as required by the funding agency
8. Manage and implement Board approved marketing and sponsorship proposals
9. Ensure PCV and Member compliance with mandatory and legislated risk mitigation requirements including
  - (a) Associations Incorporation Reform Act
  - (b) Working with Children Act;
  - (c) Child Safe Standards
  - (d) Mandatory Board Quotas
  - (e) PCV competition safety and compliance Rules and Regulations
  - (f) PCV Member Protection Policy, codes of conduct and other Board policies as may exist from time to time
  - (g) Any other legislation, regulation or mandatory requirement as may affect the activities of PCV.
10. Comply with PCV Rules.
11. Manage and support PCV education and competition pathways
  - (a) Provide training and assessment for PCV Coaches through the State Coaching Panel and PCA NCAS training resources
  - (b) Provide training for officials and volunteers through the State Coaching Panel
  - (c) Participate in PCA Syllabus reviews as required and ensure implementation of any new initiatives
  - (d) Select and Train teams and support personnel for National Championships including entry and uniform requirements
  - (e) Select riders for International Exchange opportunities offered by PCA
12. Support all event organising sub committees in the planning and running of their events and activities.

**C. Role – Event Committees (EC) – see below**

13. Create Event Schedule in consultation each EC
14. Post each event to Calendar, website and via social media
15. Create on-line entry on MyPonyClub, including entry fee, and extras such as yards, dinners and merchandise

16. Allocate payments received via the on-line entry system to the relevant event and pay all outgoings on receipt of invoice or endorsed reimbursement request from club or EC.
17. Order ribbons, sashes and ensure trophies engraved
18. Order Trophy Rugs with correct embroidery from Sponsor
19. Organise and engage First Aid Provider
20. Wash event Official bibs
21. Post entry draw to website and create and photocopy event Program
22. Post results to website and social media
23. Create Financials against Budget provided by EC

#### Committees & Panels managed by Management

- State Coaching Panel
- Rules Committee
- Dressage & Showjumping State Championships
- Horse Trials Festival
- State Tetrathlon Carnival
- State Games, Flat & Musical
- Management Cttee - National Mounted Games
- Management Cttee – Nationals Advisory Panel