



NEW ZEALAND PONY CLUBS ASSOCIATION INC.

Policy on Reviewing Policies, Procedures, Job Descriptions and Other Resource Material

Purpose

To ensure that NZPCA Policies, Procedures, Job Descriptions and other Resource Material are systematically reviewed on a three year cycle.

Procedure for reviewing Policies and Procedures

1. Ensure that any review is included in the appropriate committee's agenda.
2. Seek comment from those disciplines to which the procedure pertains.
3. Policies are to be dated as at their approved date and any changes are to be recommended by the appropriate committee and endorsed by COM.
4. Notification – Holders of the Pony Club Resource Manual are to be notified of 'changes to content' in the first instance via the Notice to Clubs, and by way of the NZPCA Website (latest news page) and by email.

Procedure for reviewing Forms, and other Resource Material

1. Ensure that any review is included in the appropriate committee's agenda.
2. Seek comment from those disciplines to which the procedure pertains.
3. Procedures are to be dated as at their approved date and any changes are to be recommended by the appropriate committee and endorsed by COM.
4. Notification – Holders of the Pony Club Resource Manual are to be notified of 'changes to content' in the first instance via the Notice to Clubs, and by way of the NZPCA Website (latest news page) and by email.

Procedure for updating Job Descriptions

1. Ensure that any review is included in the appropriate committee's agenda.
2. Seek comment from those holding the positions.
3. Job Descriptions are to be dated as at their approved date and any changes are to be recommended by the appropriate committee and endorsed by COM.
4. Notification – Holders of the Pony Club Resource Manual are to be notified of 'changes to content' in the first instance via the Notice to Clubs, and by way of the NZPCA Website (latest news page) and by email.

Process

1. Take a hard copy of the document to be altered.
2. The sub committee will make the appropriate alterations and submit them to the Executive Officer.
3. The Executive Officer will summarise the alterations ready for approval by the COM.
4. Following the COM meeting, the Executive Officer will update the relevant resources and ensure that they are put on the website and/or distributed in hard copy within 10 working days following approval.

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Please refer to <http://www.nzpca.org/resources>
for any updates or new developments.