



NEW ZEALAND PONY CLUBS ASSOCIATION INC.

JOB DESCRIPTION

TITLE:	NZPCA President
CRITERIA:	Financial or Life Member of a Club
APPOINTMENT:	Elected at the NZPCA Annual General Meeting Nominated by Clubs
TERM OF APPOINTMENT:	One year, maximum three years
REMUNERATION:	Presidents Allowance as set by the Committee of Management Reimbursement of expenses as covered in the COM Financial Management Policy
PURPOSE:	To provide sound leadership To uphold the principles of the New Zealand Pony Club Association and promote its ideals and objectives
KEY TASKS:	<ol style="list-style-type: none">1. Chair Committee of Management meetings, Executive meetings and NZPCA AGM.2. Work in close liaison with the Executive Officer and Coaching Officer.3. Maintain a close working relationship with the Executive and Area Delegates.4. Work in close liaison with Chairpersons of all committees.5. Be available to speak with Pony Club members.6. Travel throughout the country to attend Area, Club and Branch events and rallies, on invitation subject to availability.7. Attend National Pony Club events.8. Act as spokesperson for the NZPCA where necessary.9. Meet with sponsors and keep a close liaison with their representatives.10. Write a message for the Dressage and Horse Trials printed programmes.11. Update foreword in Pony Club Manuals when reprinted.12. Write a President's Report for the NZPCA AGM.13. Sign A, H, O & ECTP Certificates and write congratulatory letters to accompany them.14. Check monthly expense account from Executive Officer.

Contact: Executive Officer
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Original Issue Date: February 1996
Date Last Reviewed: October 2006
Next Review Date: October 2008
Reviewed by: Review Committee
Approved by: NZPCA Committee of Management
Document Number: JD5.01

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