



## NEW ZEALAND PONY CLUBS ASSOCIATION INC.

### JOB DESCRIPTION

<b>TITLE:</b>	NZPCA Vice President
<b>CRITERIA:</b>	Financial or Life Member of a Club
<b>APPOINTMENT:</b>	Nominated by Clubs Elected at the NZPCA Annual General Meeting
<b>TERM OF APPOINTMENT:</b>	One year
<b>REMUNERATION:</b>	Reimbursement of expenses as covered in the COM Financial Management Policy
<b>PURPOSE:</b>	To uphold the principles of the New Zealand Pony Club Association and promote its ideals and objectives
<b>KEY TASKS:</b>	<ol style="list-style-type: none"><li>1. Assist and support the NZPCA President.</li><li>2. Chair meetings in the absence of the President.</li><li>3. Work in close liaison with Executive Officer and Coaching Officer.</li><li>4. Maintain a close working relationship with all COM members.</li><li>5. Be available to speak with Pony Club members.</li><li>6. Be familiar with all Association activities.</li><li>7. Attend Executive meetings as and when required.</li><li>8. Attend National Pony Club events at their discretion or on request from the NZPCA President.</li><li>9. Act as spokesperson for the NZPCA in the absence of the President.</li><li>10. Be available to work on any sub committee.</li></ol>

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