



## NEW ZEALAND PONY CLUBS ASSOCIATION INC.

### JOB DESCRIPTION

<b>TITLE:</b>	NZPCA COM Sub Committee Chairpersons
<b>CRITERIA:</b>	Financial or Life Members of a Club Members of the Committee of Management
<b>APPOINTMENT:</b>	By the Committee of Management, annually in June
<b>TERM OF APPOINTMENT:</b>	One year
<b>REMUNERATION:</b>	Expenses will be reimbursed as set out in the NZPCA Financial Management Policy and not exceeding the amount allocated in the respective sub committee budgets
<b>PURPOSE:</b>	To oversee the administration of the sub committees

#### GENERAL KEY TASKS:

1. Chair relevant sub committee meetings.
2. Ensure meeting agenda's are set.
3. Ensure records of all meeting are kept and a meeting report is sent to the EO within the specified time frame for circulation to all COM members.
4. Present meeting reports to COM putting recommendations forward for ratification.
5. Prepare an annual draft budget as part of the October report.
6. Maintain an awareness of activities beyond the respective sub-committee in order to assist with any overlap of duties which may from time to time occur.
7. Liaise with the President, EO and CO when necessary.
8. Be a spokesperson on matters relating to the respective sub committee.
9. Keep members of the respective sub committee informed, seeking input and consensus.

#### SPECIFIC TASKS

##### TRAINING CHAIR

- i. Liaise with the Coaching Officer (CO), Executive Officer (EO) and the National Coaches on a regular basis.
- ii. Be prepared to attend other meetings if required to do so – e.g. EITO, ECTP, Equine eLearning.
- iii. Prepare an annual Training report and submit for inclusion in the Annual report.
- iv. Keep the rules, guidelines, resources and other material updated through the Training Committee.
- v. Deal with queries pertaining to Training matters when required to.

##### National Coaches

- i. Ensure a meeting agenda is set for the National Coaches meeting, chair the meeting and ensure minutes are taken and presented to the next training committee meeting with any recommendations discussed and put forward to COM.
- ii. Review the National Coaches fees annually in consultation with the President.

##### A&H Examinations

- i. Confirm dates, venues, examiners and TD's at the October and February COM meetings.
- ii. Liaise with the Coaching Officer three months prior to the examinations re the number of nominations and again after the assessments have closed.
- iii. Attend the examinations at different venues if possible.

##### Conference

- i. Ratify the format for the National Coaches sessions at the February meeting.
- ii. Liaise with the CO and the Conference committee regarding the facilities and equipment required for the Coaching sessions.
- iii. Attend or ensure someone attends the National Coaches practice session.
- iv. Open/chair/give thanks at the Coaches sessions if necessary.

### **Coaching**

- i. Ensure all business of the ECTP is carried out by following the policies of NZPCA, within the set time frames and following the set procedures.
- ii. Ensure the Area Coaching and Training Programmes are ratified within the scope of NZPCA policy and that they are held according to the procedures and payments made accordingly.

### **DRESSAGE CHAIR**

- i. Assist in the organisation of the Dressage Championships.
- ii. Keep the rules and other documents updated through the Dressage committee.
- iii. Be aware of any changes to Dressage NZ rules and regulations.
- iv. Confirm Dressage Championship area convenors, dates, venues, judges at the October COM meeting.
- v. Liaise with the Executive Officer regarding the championship programme, rosettes, sponsors, and the post event reporting.
- vi. Prepare an annual Dressage report and submit to the EO for inclusion in the Annual report.

### **HORSE TRIALS CHAIR**

- i. Assist with the organisation of the National Horse Trials Championships.
- ii. Keep the rules and other documents updated through the Horse Trials Committee.
- iii. Be aware of any changes to Eventing NZ rules and regulations.
- iv. Confirm championship personnel in October in the year preceding the event.
- v. Liaise with the Executive Officer regarding the pre event host area organisation (Business Plan, Area organising committee minutes etc), the championship programme, rosettes, sponsors and the post event reporting.
- vi. Prepare an annual Horse Trials report and submit to the EO for inclusion in the Annual report.

### **GAMES CHAIR**

- i. Assist with the organisation of the Zone Games Finals, confirming dates, venues and games at the June COM meeting.
- ii. Keep the rules and other documents updated through the Games Committee.
- iii. Assist with the organising of the Island championships and any Overseas Tours
- iv. Liaise with the Executive Officer regarding rosettes, sponsors and all reporting requirements.
- v. Prepare an annual Games report and submit to the EO for inclusion in the Annual report.

### **INTER PACIFIC CHAIR**

- i. Assist with the organisation of the selection of the NZPCA Inter Pacific team.
- ii. Liaise with the EO and host area convenor regarding horses and accommodation etc for the selection.
- iii. Confirm selectors and Team Coach and Manager at the October COM meeting.
- iv. Liaise with the EO and Team manager regarding team uniform and travel details once team has been selected.

### **RULES CHAIR**

- i. Ensure all rule amendments are actioned according to the policy on rule changes (PP4.03.)
- ii. Following the October meeting (if rule changes occur) the EO will prepare PDF files incorporating the rule changes for the respective Sub Committee Chairpersons and Rules Chairperson to sign off prior to going to print.
- iii. Following the AGM (if rule changes occur) the EO will prepare PDF files incorporating Association and Area, Club and Branch rules for the Rules Chairperson to sign off prior to going to print.

### **WEBSITE CHAIR**

- i. Liaise with Area coordinators, Webmasters and EO.
- ii. Ensure that all information received is passed onto Webmasters for inclusion on the Website as soon as possible.
- iii. Review the website statistics, and ensure that at any one time, no more than 80% (800MB) of the 1GB storage capacity of the NZPCA Website is used.

## MARKETING CHAIR

- i. Ensure that meetings with National sponsors take place annually.
- ii. Seek new funding opportunities as required.
- iii. Oversee all advertising.
- iv. Oversee all promotional material and update when necessary.

**Contact:** Executive Officer  
NZPCA  
P.O. Box 8626  
HAVELOCK NORTH

Ph/Fax (06) 873 5464  
Email: [nzpony@xtra.co.nz](mailto:nzpony@xtra.co.nz)

**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:** JD5.05

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