



## NEW ZEALAND PONY CLUBS ASSOCIATION INC.

### JOB DESCRIPTION

<b>TITLE:</b>	Club Secretary
<b>CRITERIA:</b>	May, but need not be a financial Member of the Club
<b>APPOINTMENT:</b>	Elected at a Club Annual General Meeting
<b>TERM OF APPOINTMENT:</b>	One year
<b>REMUNERATION:</b>	As per the Club Financial Management Policy Club may grant an honorarium at its discretion
<b>PURPOSE:</b>	To administer all matters of importance to the Club and its Branches, and matters delegated to it by the Area and NZPCA
<b>KEY TASKS:</b>	<ol style="list-style-type: none"><li>1. Compile agendas in consultation with the meeting chairperson and distribute to delegates, or where a Club has no Branches, to committee members within the timeframe set by the Club Committee.</li><li>2. Record the minutes of meetings and keep in a minute book or if typed and kept in a loose ring binder, each page should be numbered and when ratified each page should be initialled by the Chairperson of the meeting.</li><li>3. Send a copy of the minutes within the timeframe set by the Club Committee to all Branches and Delegates.</li><li>4. Complete competition schedules and entry forms in consultation with the Club President/DC or event organiser prior to circulation.</li><li>5. Carry out delegated tasks as determined by the Club Committee prior to and during an event.</li><li>6. All correspondence read on receipt. Action and/ or distribute correspondence according to the relevant timeframes.</li><li>7. Liaise with District Commissioner, Club President and Treasurer.</li><li>8. Forward all monies and accounts to Treasurer within timeframes set by Club Committee.</li><li>9. Compile AGM agenda in consultation with the Club President and distribute to Branch Secretaries and Delegates with Annual Report(s), audited/reviewed Financial Statement and Balance Sheet within timeframe set by Club Committee.</li><li>10. If incorporated, forward a copy of the Clubs' audited/reviewed Financial Accounts to the Registrar of Incorporated Societies immediately following the Club AGM</li><li>11. Notify Area Secretary of new officials elected at the Club AGM.</li><li>12. Register Club Delegates and observers with conference secretary by closing date.</li><li>13. Ensure the Lion Foundation Event Management Manual and the Pony Club Resource Manual are kept up to date and are available at all Club meetings.</li><li>14. If there is a change of Secretary either during the year or at an AGM, ensure the Pony Club Resource Manual and the Lion Foundation Event Management Manual are passed on to the new Secretary, along with all other Club documentation.</li></ol>

#### RESPONSIBILITIES to the NZPCA office

- Collect each of the Branches Membership numbers as at 31 October.
- Return membership numbers and pay annual subscriptions of all Branches in Club to NZPCA by 30<sup>th</sup> November.
- Update and return the NZPCA National Membership database of all its Branches with the annual membership numbers and subscriptions.
- Return Conference remits and nominations for Association Officers to the NZPCA by the closing date.

- Register Club Delegates for Conference by the closing date.
- Forward A & H nominations three months prior to Exam date.
- Update annual Club committee and Branch committee database information and send to the Executive Officer immediately following the Club AGM.

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