



## NEW ZEALAND PONY CLUBS ASSOCIATION INC.

### JOB DESCRIPTION

- TITLE:** Branch Secretary
- CRITERIA:** May but need not be a financial Member of a Club
- APPOINTMENT:** One year
- REMUNERATION:** As per the Branch Financial Management Policy  
Branch may grant an honorarium at its discretion
- PURPOSE:** To administer all matters of importance to the Branch and matters delegated to it by the Club.
- KEY TASKS:**
1. Compile agendas in consultation with the Branch Chairperson and distribute to Branch Committee members within the timeframe set by the Branch Committee.
  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.
  3. Send a copy of the minutes within the timeframe set by the Branch Committee to all Delegates.
  4. Complete event schedules and entry forms in consultation with the Club President/DC or event organiser prior to circulation.
  5. Carry out delegated tasks as determined by the Branch Committee prior to and during an event.
  6. All correspondence to be read on receipt. Action and/ or distribute correspondence according to the relevant timeframes.
  7. Liaise with Branch Chairperson and Treasurer.
  8. Forward all monies and accounts to Treasurer within timeframes set by Branch Committee.
  9. Compile AGM agenda in consultation with the Branch President and distribute to Delegates with Annual Report(s), audited/reviewed Financial Statement and Balance Sheet within timeframe set by the Branch Committee.
  10. If incorporated, forward a copy of the Branches' audited/reviewed Financial Accounts to the Registrar of Incorporated Societies.
  11. Notify Club Secretary of new officials elected at the Branches AGM.
  12. Ensure the Lion Foundation Event Management Manual and the Pony Club Resource Manual are kept up to date and are available at all Branch meetings.
  13. Forward to Club Secretary/Treasurer the Branch membership numbers and NZPCA subscription payment of all members as at 31<sup>st</sup> October by the agreed date.

#### RESPONSIBILITIES

To NZPCA office

- Update annual database information as requested by the Executive Officer.

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