

State Councillor

Position Summary

To develop, monitor and evaluate the strategic direction of Pony Club Victoria and provide leadership within the organisation.

Position Details

Position Title:	State Councillor
Position Status:	Volunteer (Elected)
Position Selection:	Elected by the member Clubs within the Zone of representation.
Position Term:	One year, consecutive reappointments can be made.
Position Location:	Off Site
Reimbursement:	Sum of \$550/year (Inner Zone), \$1,100/year (Outer Zone) and out of pocket expenses as deemed appropriate by the PCV State Council.
Position review date:	Annually or as required

Our Vision

A life with horses starts here!

Our Mission

Educate and promote the enjoyment of horses by young people in a safe, friendly environment.

Our Values

UNITY	Develop leadership and effective management to ensure the growth and development of pony club in Victoria
INNOVATION	Ensure proactivity through encouragement of lateral and creative thinking to generate new ideas and opportunities for improvement.
EXCELLENCE	Strive to be the best we can be through innovation, flexibility and continuous improvement
INCLUSION	Equity, Equality, Diversity. All people, irrespective of race, gender, ability, ethnicity, social status or sexual orientation, have equal opportunities to take part at all levels and in all roles.
RESPONSIBILITY	Be accountable for the decisions made under the rules of the organisation and have the capacity to honour the commitments made.
INTEGRITY	Maintain high standards of ethical and fair behaviour by putting Pony Club before personal agendas, working with facts and listening to ideas.

Organisational Relationships

Reports to:	The members of the Association
Direct reports:	None
Internal Liaisons:	Executive Officer, State Treasurer, PCV Staff, Zones, Clubs, Members, Officials, Coaches
External Liaisons:	Councils, Government Departments, Wider Community

Qualifications & Skills (Nomination Criteria)

Required

- Must be an adult (over 18 years of age) and a member of one of the Pony Clubs in the Zone of nomination
- Must not be a Zone Delegate
- Must have held an Executive position in a Club at some time
- Must not be insolvent or under administration
- Must not be disqualified under the constitution or due to a breach of their duties.

Desirable

- Broad knowledge of Pony Club with specific knowledge of one or more of the various elements of pony club competition, coaching, club development, finance, strategic management, promotion, fundraising, commercialisation, marketing
- Ability to work collaboratively
- Be a good listener and effective communicator
- Can do, positive attitude

Time Commitment

- Five meetings of the State Council annually
- State Level Competitions where possible
- State organised functions, events, meetings as required
- Zone Level Competitions where possible
- Attend Zone Committee meetings
- Attend various meetings, events and functions as required or deemed necessary

Duties

Strategic Planning

- Assist in developing the strategic plan for Pony Club Victoria and monitor its implementation and evaluate its effectiveness on an annual basis.
- Assess the effectiveness of the State Council on an annual basis against outcomes as determined by the strategic plan.
- Appoint the organisation's Executive Officer as required.

Financial & Legal Accountability

- Develop, monitor and evaluate the budget annually.
- Monitor and evaluate the organisations legal obligations as required.
- Ensure the organisation has adequate resources so as to operate soundly both financially and legally.

Advocacy & Promotion

- Act as a liaison between the Clubs and the PCV State Council to ensure the differences of regional area are represented and reflected in strategic planning and future directions.
- Ensure to always promote the vision, mission and future direction of the organisation.
- Work to find opportunities to enhance the organisations public image and plan for opportunities to increase its exposure.
- Ensure you always conduct yourself under the rules and policies of the organisation and show leadership to Pony Club members.

Club & Coach Development

- Work in close liaison with the Zone Chief Instructor, Deputy Chief Instructors and Zone Assistants and the Zone Examining Secretary to achieve best outcomes for coaching and education in Clubs.
- Assist with communication of PCV State Council management and policy directions at Zone Level.
- Provide support to Club Officials in areas of club management, rules, general operations, grievance and conflict resolution issues.
- Communicate with the PCV Executive Officer and Grievance Officer about any actions taken to discipline clubs or club members.
- Liaise with coaches and the Deputy Chief Instructors panel to ensure the continual improvement of coaching and education in the field.
- Support and assist with induction and education of Club Officials to organisational rules, processes, procedures and operating within the Pony Club structure.
- Ensure that the zone, clubs and club members within their zone operate in accordance with all current PCV rules and by-laws, and carry out disciplinary measures in conjunction with the PCV Executive Officer as required.

Competition Guidance & Oversight

- Oversee the process of conducting competitions to ensure the quality of courses, officials, programs entry forms and general conduct of the event.
- Ensure that the minimum standards of event management are followed and provide an approval to the organising committee once satisfied. The minimum standards are in Competition Condition Inclusions available from the PCV web site or state office.
- Attend, where possible, all State Qualifying and Zone conducted events to oversee the operations of the day and provide a Pony Club presence at these Zone events.
- Endorse nominations and entries of club members for all state, interstate and national occasions.
- Appoint a competent course accreditor to inspect and approve horse trials course venues and set up within their zone in accordance with Horse Trials Rules.
- Attend or appoint an appropriate nominee, to attend horse trials within the zone as required by the Horse Trials Rules.
- Attend activities and competitions as deemed necessary, to ensure compliance with the PCV rules.
- Attend all State Championships to provide Pony Club leadership at these events.

General

- Stay up to date with rules, regulations and management directions.
- Delegate tasks where appropriate.
- Other duties as directed.

Insurance Cover

- Insurance cover is provided under the Pony Club Australia Insurance Policy.
See details on www.ponyclubvic.org.au.

Reimbursements

- Sum of \$550/year (Inner Zone), \$1,100/year (Outer Zone)
- Out of pocket expenses as deemed appropriate by the PCV State Council

Codes of Conduct

- The State Councillor must conduct themselves at all times within the Code of Conduct which can be found on the web site www.ponyclubvic.org.au go to Resources/Code of Conduct

Position Acceptance

I have read and understood the conditions of this position, including the Codes of Conduct and accept the position as described.

Signed: Date:

Print name:

Position Approval

Approved by: PCV President on behalf of the PCV State Council

Signed: Date:

Print name:

Relevant documents

- PCV Strategic Plan
- Code of Conduct
- State Council Induction Kit
- PCV Rules
- PCV Policies