

VISION

Educate, Promote and develop the love of horses

MISSION

To be the leading youth organisation promoting through the love of horses, the highest standards of horsemastership, riding skills and personal development.

OBJECTIVES

- Develop, monitor and evaluate the strategic direction of the Pony Club Association of Victoria.
- Employing the organisation's Executive Officer, setting his/her compensation package and evaluating his/her performance on an annual basis.
- Taking ultimate responsibility for the financial performance of the organisation by setting, monitoring the budget and approving changes when required.
- Ensuring the organisation is compliant with all legislation affecting the operations of the organisation.
- Evaluating the performance of the Council on an annual basis and ensuring the members of the Council are skilled by undertaking professional development and education.
- Providing leadership within the organisation and at all times promoting the vision and mission of the organisation.

COMMITTEE STRUCTURE

Name	Type of Appointment	Term of Office
PCAV President (Chair)	Elected	2 Years
PCAV Vice President x 2	Elected alternate years	2 Years
PCAV Treasurer	Appointed	1 Year
PCAV State Councillor (1/Zone)	Elected	1 Year
PCAV Executive Officer	Appointed/non-voting	Contract - Employee

ROLES & RESPONSIBILITIES

1. Strategic Planning

- Develop a strategic plan for the next year and with a view to the performance of the organisation three to five years in advance.
- Monitor the strategic plan by identifying short and long term measurable objectives success reported on by the Executive Officer.
- Identify performance areas that will impact the organisations viability into the future.

2. Legal Monitoring and Accountability

- Identify all legislation that impacts the organisation and ensure compliance is met and maintained.

3. Financial Monitoring and Accountability

- Develop and monitor the financial performance of the organisation by effectively budgeting to enable the strategic plan to be effectively implemented.

4. Risk Monitoring and Accountability

- Identify all risks to the association and implement strategies to mitigate the risks to the organisation.

5. Advocacy/Promotion

- Seek all opportunities to promote the organisations vision, mission and activities and seek financial supporters where possible.

6. Self-evaluation and Education

- Evaluate the performance of the State Council to measure its effectiveness, identify skill gaps within its members and plan to educate members to improve the overall performance of the committee.

DECISION MAKING POWERS

- The State Council has ultimate decision making power over all issues affecting the interests of the Pony Club Association of Victoria.

OPERATING PROCEDURES

7. Quorum

- A quorum of 2/3 of the members entitled to vote 10 must be present at a meeting of the State Council to make decisions that are able to be implemented by this Council.

8. Meetings

- The State Council meets 5 times a year.

9. Meeting Agendas & Minutes

- The agenda together with the previous minutes, reports and documents that relate to the Committee will be forwarded to the PCAV State Council 14 days prior to the meeting to enhance consideration of issues.
- Accurate minutes will be kept of each meeting of the State Council. The minutes of a meeting shall be sent to the State Council members as outlined above for ratification at the next subsequent meeting of the State Council and made available to members if requested.

10. Financial Management

- Create budgets to enable the objectives in the strategic plan to be achieved.

11. Reports

- Annual Report
- Subcommittee Reports

12. Evaluation and Review

- The State Council should review annually its Strategic Plan, its governance structure and the effectiveness of the Council to ensure the best outcomes for pony clubs in Victoria.

RELATED MATERIAL

Name	Location	Document Type
Terms of Reference		
Rules of Incorporation		
PCAV Rules of competition and Bylaws		
PCAV Code of Conduct		
Association Incorporation Reform Act 2012		
Working with Children Check legislation		
Horse Industry Code of Horse Welfare		

RESPONSIBILITY

Policy Owner	The Chair and the PCAV State Council must ensure this policy is upheld
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VERSION CONTROL AND CHANGE HISTORY

Version Number	Approval Date	Approved by	Amendment
01/2013	09/07/2013	State Council	First Terms of Reference for the State Council