**MOGGILL PONY CLUB ROLES AND RESPONSIBILITIES**

As of 27 November 2022

**Moggill Pony Club Management Committee (‘the committee’)**

The club’s constitution provides that its management committee shall be elected from the senior, associate or life members and shall consist of a President, two Vice Presidents (at least one of whom is to be elected from the club’s Instructors’ Panel), Secretary, Treasurer, all of whom shall be member of the club, and such other club members that the club may elect.

The management committee is responsible for the general control and management of the club’s administration, property and funds and may exercise all the powers of the club. It meets monthly to exercise its functions.

The committee is elected each year at the club’s annual general meeting (AGM), which must be convened within three months of the close of the club’s financial year on 3 September. The committee may appoint sub-committees and a Junior Committee who shall be ex officio members and shall not have any voting rights.

Each committee member attends monthly meetings and reports on their various areas of responsibility. If a committee member does not attend three consecutive meetings, they may be required to vacate their role.

**President**

The President is the spokesperson for the club whose role is to unite the members and encourage positive and open relationships within the club. The President is responsible for the leadership and direction of the club, encouraging involvement and new ideas, chairing club meetings and ensuring the club meets all its responsibilities. The President also ensures each committee member carries out their roles and mediates any disputes.

**Vice President – Chief Instructor**

The Chief Instructor is responsible for organising and running the activities at the club’s rallies and events. They are responsible for the safety of horse and rider. The Chief Instructor chairs the club’s Instructors’ Panel, which meets monthly to plan the club’s rallies and events, manage club instructors’ and members’ development and proficiency examinations, and manage end of year awards. The Chief Instructor is also responsible, with the assistance of the Instructors’ Panel, for managing open events hosted by the club. As one of the club’s Vice President’s, the Chief Instructor may also be required to act for the President in his/her absence.

**Vice President – Grounds and Maintenance**

This role is responsible for the maintenance and improvement of the club’s grounds, infrastructure and equipment. This includes the organisation and oversight of mowing and maintenance rosters, commercial contractors, equipment maintenance and replacement, grounds hire and the management of infrastructure projects. In doing so, the Vice President – Grounds and Maintenance works closely with the club’s caretaker to ensure that Moggill Pony Club is a safe and well-maintained environment for members to ride. As one of the club’s Vice President’s, the Chief Instructor may also be required to act for the President in his/her absence.

**Secretary**

The Club Secretary is responsible for the club’s proper operation; convening meetings, keeping accurate minutes of all decisions, attending to all correspondence, maintaining a record of members and contacts, and implementing the policy and decisions of the club committee. The Club Secretary must understand and apply the club’s and Pony Clubs Queensland (PCQ) rules and is responsible for the club’s record keeping and all PCQ matters.

**Nominations Secretary**

The Nominations Secretary manages nominations for Moggill Pony Club members to attend official events run by other clubs. The Nominations Secretary is a member of the club’s Instructors’ Panel and responsible for informing members of upcoming events and ensure their nominations are sent to event coordinators by the due dates. They are also responsible for receiving and paying of nominations and maintaining records of the club’s competitors and a book of accounts for audit at year’s end.

**Treasurer**

The Treasurer is responsible for the finances of the club; including banking, budgets, financial reporting and fundraising and must report monthly to the club committee. The Treasurer must present the club’s financial reports for independent audit following the close of the club’s financial year on 30 September. Within three months of that date the club must convene an annual general meeting at which the Treasurer must present a statement of the club’s income, expenditure, assets and liabilities, as well as the Auditor’s report.

**Grants Coordinator**

The Grants Coordinator is responsible for preparing and submitting applications on behalf of the club for grants to fund projects and equipment as directed by the committee, as well as liaising with community members and supporters to secure sponsorship for the club. The role works close with the club President and Treasurer in the sourcing and preparation of grant applications and in the management of any grant expenditure.

**Fundraising Coordinator**

The fundraising coordinator will be responsible for coordinating all fundraising activities throughout the year including for events. This includes but is not limited to sourcing event sponsorship and prizes for events and will coordinate with the corporate sponsorship officer and Events coordinator to ensure the clear communication to any and all sponsors.

**Communications Coordinator**

The Communications Coordinator role is responsible for communication within the club, including the club’s website, regular e-newsletter, email, Facebook and other communication tools. The role is also responsible for the club’s communication and promotion with the community and media. In performing the role, the Communications Coordinator must maintain up to date contact details for all members and a distribution system that ensures they are informed of club and other events and activities, committee decisions, club and PCQ rules, as well as general information regarding Moggill Pony Club.

**Events Coordinator**

The Events coordinator is responsible for coordinating all club events excluding regular rallies. This includes but is not limited to clinics, competitions, camps and training days. They will provide direction to and seek feedback from an organising subcommittee for each event and report back to the committee on their progress and budget requirements and delivery. They will also manage the events calendar in coordination with the Communications Coordinator and the Chief Instructor.

**Canteen Coordinator**

The Canteen Coordinator is responsible for managing the club’s canteen, ensuring its viability and catering for rallies and events at Moggill Pony Club. This includes management of all food and supply purchases, menus, payments and receipts, cash float, stocktake and financial records. The Canteen Coordinator is also responsible for maintaining the hygiene and cleanliness of the canteen and bathrooms and for organising maintenance of the canteen and associated equipment.

**Corporate Sponsorship Officer (non-committee position)**

Responsible for engaging with the corporate sponsors of the club, ensures that annual sponsorship fees are paid and that signage at the club is up to date. Ensure that any agreements with sponsors are being adhered and payment schedule is correct and presented to the president before each monthly meeting and present to the president for communication to the committee.

**Uniform Coordinator (non-Committee position)**

The Uniform Coordinator is responsible for the club’s uniform; including the sourcing and sale of quality, cost effective supplies that allow members to best represent Moggill Pony Club. They run the uniform shop at rallies and other events, promoting sales and ensuring sunscreen is available for members. The Uniform Coordinator is responsible for payments and receipts, cash float, stocktake and maintaining financial records for audit at year’s end.

**Zone Representatives (two required)**

Moggill Pony Club is a member of Pony Club Queensland (PCQ) and within Zone 1 of the association. Moggill Pony Club’s Zone Representatives represent the club at Zone 1 committee meetings and ensure all club members are informed about zone events, activities and decisions.

**Junior Committee**

The club’s constitution provides that the management committee may appoint a Junior Committee from among its members to carry out particular duties. Members of the Junior Committee are ex-officio members of the management committee. They must be under 17 years of age and do not have voting rights.