



## State Vice President

### Position Summary

To develop, monitor and evaluate the strategic direction of Pony Club Victoria and provide leadership within the organisation. Undertake the State President's duties, if this person is unable to perform his/her duties.

### Position Details

<b>Position Title:</b>	<b>State Vice President</b>
<b>Position Status:</b>	<b>Volunteer (Elected)</b>
<b>Position Selection:</b>	<b>Elected by the member Clubs of the Association.</b>
<b>Position Term:</b>	<b>Two years, consecutive reappointments can be made.</b>
<b>Position Location:</b>	<b>Off Site</b>
<b>Reimbursement:</b>	<b>Sum of \$1,100/year and out of pocket expenses as deemed appropriate by the PCV State Council.</b>
<b>Position review date:</b>	<b>Annually or as required</b>

### Pony Club's Vision

A life with horses starts here!

### Pony Club's Mission

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

### Organisational Values

<b>UNITY</b>	Develop leadership and effective management to ensure the growth and development of pony club in Victoria
<b>INNOVATION</b>	Ensure proactivity through encouragement of lateral and creative thinking to generate new ideas and opportunities for improvement.
<b>EXCELLENCE</b>	Strive to be the best we can be through innovation, flexibility and continuous improvement
<b>INCLUSION</b>	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.
<b>RESPONSIBILITY</b>	Be accountable for the decisions made under the rules of the organisation and have the capacity to honour the commitments made.
<b>INTEGRITY</b>	Maintain high standards of ethical and fair behaviour by putting Pony Club before personal agendas, working with facts and listening to ideas.

### Organisational Relationships

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

## **Qualifications & Skills (Nomination Criteria)**

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### **Required**

- Must be an adult (over 18 years of age) and be a current member of a Pony Club affiliated with PCV
- Must not be insolvent or under administration
- Must not be disqualified under the constitution or due to a breach of their duties
- Must have a current Working with children check
- Must have medium-high level of computer skills with an emphasis on MS Word, Excel, Access, Internet and email applications

### **Desirable**

- Drivers Licence
- Has leadership qualities
- Ability to work collaborative
- Be a good listener and effective communicator
- Can do, positive attitude
- Specific knowledge of one or more various elements of pony club competition, coaching, club development, finance, strategic management, promotion, fundraising, commercialisation, marketing

## **Time Commitment**

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- Five meetings of the State Council
- 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 a representative as required or deemed necessary

## **Duties**

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### **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 in the strategic plan.
- Appoint and assess the performance of the organisation's Executive Officer as required.

### **Financial & Legal Accountability**

- Develop, monitor and evaluate the budget annually.
- Monitor and evaluate the organisations legal obligations on an annual basis.
- Ensure the organisation has adequate resources to operate in a sound financial and legal manner.

### **Advocacy & Promotion**

- Act as a liaison between the Clubs and the PCV State Council.
- Ensure to always promote the vision, mission and future direction of the organisation.
- Work to find and increase opportunities to enhance the organisations public image.
- Attend activities and competitions as deemed necessary, to ensure compliance with PCV rules.
- Attend all State Championships to provide Pony Club leadership at these events.

### **Leadership**

- In the State President's absence carry out the State President's official duties when required
- Attend State conducted events such as the AGM & State Championships
- Represent PCV at local, regional, state and national level, when required.

### **General**

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

**Insurance Cover**

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- Insurance cover is provided under the Pony Club Australia Insurance Policy. See details on [www.ponyclubvic.org.au](http://www.ponyclubvic.org.au).

**Reimbursements**

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- Sum of \$1,100/year
- Out of pocket expenses as deemed appropriate by the PCV State Council

**Code of Conduct**

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- The State Vice President must conduct themselves at all times within the Code of Conduct and PCV Rules which can be found on the web site [www.ponyclubvic.org.au](http://www.ponyclubvic.org.au)

**Position Acceptance**

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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**

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

Signed: ..... Date: .....

Print name: .....

**Relevant documents**

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