



WAINUI PONY CLUB
Agenda - Annual General Meeting
8 May 2015 at 6.30pm
North Harbour Country Club

Attendees please register

- 1. Apologies**
- 2. Previous Minutes**
- 3. Treasurers Report**
- 4. Presidents Report**
- 5. Head Instructors Report**
- 6. Election of Officers**
- 7. General Business**

Wainui Pony Club Fees

Season Commences: 29th September 2015 – 15th or 22nd December Xmas rally
19th January 2016 – 29th March 2016
May 2016 – C+ and above certificate season

AGM and Prize Giving: 13th May 2016

Wainui Pony Club Structure

Management Officers

- 1.1 The Branch shall be managed by a Committee elected annually at the Annual General Meeting and include:
 - a. President - see description below
 - b. One Vice-President
 - c. Secretary – See description below and with support from the Information Officer
 - d. Treasurer - see description below
 - e. Head Coach
Junior Ride Co-ordinator
(instructors meetings will also be required)
 - f. Committee Members – (no less than three (3) members) - See roles explained below
Catering Manager –
Information Officer –
Internet Communications –
Events Co-ordinator –
Grounds Co-ordinator –
- 1.2 An **Executive Committee** of three (3) members will be elected from the above-named Officers.
 - a. The Branch Committee may delegate any of its powers, duties and roles and responsibilities to the Executive Committee.
 - b. The Executive Committee may make any decisions necessary between meetings of the Branch Committee, which by reason of urgency, cannot be left until the next committee meeting.
- 1.3 In addition to the above elected Officers, the following appointments are required:
 - a. Authorised Person/ Information officer –
 - b. Delegates to Club Meetings (no more than two) –
 - c. Cheque Signatories (minimum of two) –
 - d. Auditor/Reviewer – appointed yearly
- 1.4 The **President** of a Branch oversees all activities and responsibilities of the Branch
 - a. The President will chair all Branch Meetings, and may only exercise a casting vote (in the event of equality of votes).
- 1.5 The **Secretary** shall keep all books/records and correspondence of the Branch, including archives, and administer the correspondence, attend meetings and record and distribute the minutes of all meetings to members who are eighteen (18) years of age and older and either a Riding Member, an Adult Member or a Life Member. The Secretary must work in close liaison with the Branch President, and other members of the Committee.

- a. Minutes of all meetings, whether Annual General, Special, or Committee Meeting, shall be kept by the Secretary and entered into a proper book. The minutes of the preceding meeting shall be read and confirmed at the next meeting. The Minute Book of the Branch shall be open to inspection by any Riding Member, Adult Member or Life Member who is eighteen (18) years of age and older, at all reasonable times.
 - b. The **Treasurer** of the Branch is to account for all monies received, including Membership and other fees, and expended on account of the Branch, and to present an audited/reviewed Balance Sheet and Financial Statement at the Branch's Annual General Meeting.
 - c. The **Authorised Person / Information Officer** shall work closely with the secretary to manage and maintain the Branch's membership database. Manage the database into group communications (e.g. group rides, total, committee etc), manage email correspondence, keep all records of rider success including certificates, District and Area representation. Support secretary in purchasing of club requirements e.g. badges, ribbons, uniforms, certificates etc if required.
- 1.6 **Head Coach:** It shall be the duty of the Head Coach to organise rallies and other Coaches of the Branch, and to liaise with the Club's Chief Coach and District Commissioner as required.
 - 1.7 **Junior Ride Co-ordinator:** work with the Head Coach to organise rallies for the Junior rides, be the point of contact for the junior rides parents, arrange junior level certificate assessments and exams up to C+.
 - 1.8 **Catering Manager:** Manage all catering requirements for rallies and events. Purchase supplies and manage roster for the canteen, barbeque and rally close down including weekly rubbish removal.
 - 1.9 **Internet Communications:** Management of the website and facebook page including timely posting of information for rallies, events and every aspect of the running of the club.
 - 1.10 **Events Co-ordinator:** management of the riding events that Wainui PC run including the Mini ODE's and main ODE – spreadsheet of tasks completed
 - 1.11 **Grounds co-ordinator:** management of grounds, gear, working bees, parking at events etc

End