

# 2010 USPC South Region Council Meeting

## Saturday, November 6, 2010



### Meeting Minutes

#### 1. Call to Order

Ada Holley, Regional Supervisor, called the meeting to order at 9:20 a.m., Saturday, November 6, 2010.

#### 2. Roll Call

The roll call of South Region Council Meeting and the clubs they represent was taken. Atlanta, Cahaba, Cohutta Highlanders, Hilltoppers, Hoof Prints, Midland Foxhounds, Mossy Creek, Piedmont, Pinchona, Woodbine, Wings, Springstone Riding Center.

**Quorum: Yes**

#### 2010 Council Members

##### Present Regional Officers

Y Ada Holley, Regional Supervisor  
 Y Catherine Fite, VRS Instruction  
 Y Sarah Van Os, VRS Instruction  
 Y Karen Thompson, Secretary  
 Y Nancy Thrasher, Treasurer  
 Y Brenda Yike, HMO

##### Atlanta Pony Club

Y Valerie Simonian, DC  
 Y Stephanie Beckwith, Joint DC

##### Cahaba Pony Club

Y Kathy Carleton, DC

##### Cohutta Highlanders

Y Kimberly Sivinski, Secretary  
 Y Martha Fabiano, Joint DC

##### Hilltoppers

Y Jennifer Hood, DC  
 Y Joyceann Solomon, Secretary

N Willie Johnson, VRS Activites  
 N Ellen Davis, VRS Activities  
 N Susan Dykstra, RIC

##### Present Hoof Prints

Y Natalie Royer, Joint DC  
 Y Lizzie Schumacher, Sponsor

##### Midland Foxhounds

Y Mikki Johansen, DC

##### Mossy Creek

Y Deb Lochner, DC

##### Piedmont

Y Cathy Utley, DC

##### Pinchona

Y Genny Stewart, DC

Y Lida Sease Joint, DC

##### Springstone Riding Center

Y Heather Jackson, CA  
 Y Julia Van Camp, Parent

##### Woodbine

Y Pam Pendleton, DC  
 Y Laura Tant Joint, DC  
 Y Kristen Thomas, Sponsor

##### Wings

N Pam Halsey, DC

#### 3. Introductions

Performed by Ada Holley, Regional Supervisor, South Region. Officers in Attendance, Catherine Fite, Sarah Van Os, Karen Thompson, Nancy Thrasher and Brenda Yike.

#### 4. Announcements

Valerie Simonian made a motion not to record in the minutes that who motioned and seconded.

Joyceann Solomon Seconded.

#### 5. Reading and Approval of 2009 Minutes

Secretary Karen Thompson presented the minutes.

Approved: Unanimously

#### 6. Regional Officer's Reports

##### a. Regional Supervisor – Ada Holley (see attached Exhibit 1)

- Overall the Region had a good year. Our numbers were down a bit but only by approximately 10 members.

- Rallies were well attended and were problem-free with the exception of one horse injury at Show Jumping Rally. He has made a full recovery, however.
- The C3 Test our Region planned to host was cancelled due to a lack of participation.
- There weren't many applications from our Region for National Tests.
- Two of our members took part in International Exchanges. Elizabeth Fite participated in the Inter Pacific Exchange and traveled to Hong Kong where she competed in show jumping and dressage. Laurie Broom was chosen as a member of the International Games team and traveled to England.
- Our Senior Games team won first place at Championships and traveled to Fairhill, MD for Presidents Cup where they did well and were great ambassadors for our Region.
- We had 9 kids at Championships, which was less than in years past. Hopefully next year more kids will attend as it is a Festival year.
- Our Region moved our Dressage Rally to the Fall and in effect had two Dressage Rallies during the calendar year. Ada is hopeful that this change will encourage more participation. If there are members who didn't participate in the Fall Dressage Rally who would like to qualify they should contact the 2011 Regional Supervisor to make arrangements to attend another Region's rally.

**b. Vice RS – Instruction - Katie Fite and Sarah van Os (see attached Exhibit 2)**

- Katie and Sarah thought that it worked well to split instruction between the two of them.
- Piedmont Pony Club hosted an unmounted HB/HA prep in Athens in February with NE Karine Gordy. The prep was well-attended and included several out-of-region participants. Candidates visited the UGA anatomy lab and were able to put on gloves and work with horse cadavers.
- Cahaba hosted an upper-level prep at Black Jack Farms March 5-7 with 12 riders and 2 instructors (Karine Gordy and Susan Harris). It was a two-day format that worked well and the facility was great.
- Hilltoppers hosted a one-day prep at Ashland Farm in October following the Dressage Rally. There were 11 participants prepping for their C2 and C3 tests. Expenses were kept low because officials from Dressage Rally were utilized (Bunny Hendricks and Brenda Yike), however it was a lot to squeeze in to one day.
- The South Region also held an HB test at Springstone Riding Center. There were 6 candidates (one from the South Region) and the examiners were Kevin Bowie and Meg Johnson. Several sections of the test were held at a private home in order to deal with the heat and the examiners and participants liked this format.
- The C3 testing scheduled at Fort Rucker was cancelled due to a lack of participation.

**d. Vice RS – Activities – Willie Johnson and Ellen Davis (not present – see attached Exhibit 3)**

**e. Horse Management Organizer (HMO) – Brenda Yike (see attached Exhibit 4)**

- Our regional clubs need to continue to practice jogging at regular mounted meetings. Kids did better this year but there is still room for improvement.
- Regional education on helmet fit needs to continue as there are still poorly fitted helmets turning up at rallies. Please check the Pony Club website for resources on helmet fit – there is a video and a list of approved helmets there.

- Pony Club's policy on air vests is the same as other protective vests. USPC does not require them unless the facility hosting the event does. HM judges are not allowed to attach the vest to the saddle – the parent must perform this task.
- The positive point system has been tabled for another year. The system as currently proposed is still confusing.
- USPC will begin phasing in background checks for volunteers. This is already done by Girl and Boy Scouts as a way of protecting children.
- The CHMJ can no longer call the vet for a sick or injured horse without the owner's permission. It is important that owner's up to date contact information be easily found on stall card.
- Do not feed your horse chocolate and be wary of "natural" supplements. Both can cause a positive result on a drug test.
- Began the year with HM liaisons from each club but did not follow through. Would like to continue this practice in 2011 as a means of getting HM information out to clubs.
- Would like to hold a meeting of all HM assistants and liaisons before rally season begins. EBTH weekend would be ideal but schedule may be prohibitive.
- HM identification at rallies was discussed. Tiaras were suggested. Brenda would like to purchase royal blue hand towels that can be slipped over a belt. Would serve purpose of identification and provide a means to wipe dirty hands. Requested that HM budget be increased by \$100 to allow this purchase.

**f. Treasurer – Nancy Thrasher** (see attached Exhibit 5)

- Voted unanimously to amend 2010 budget to give \$500 to Atlanta Pony Club to supplement the 2011 Qualifying Dressage Rally that was held in October 2010. This rally did not receive a supplement as did the others because it was the second Dressage Rally held during the year and was not on the calendar proposed at the 2009 Region Council meeting.
- The Region was authorized by the BOG to take the remaining funds left in the operating account of inactive Shamrock Hounds (\$162.56). The council voted unanimously to use these funds to offset the \$500 being used for the October Dressage Rally.
- Many clubs in the Region did not send in Region dues for new members joining during 2010, resulting in a shortfall of approximately \$700. Nancy will be working with Ada to identify which new member dues were not paid and to collect this money.
- The region purchased new pinnies, radios and pins this year. Will need 10 additional pinnies for next year.
- The Chris Dykstra Memorial Fund was established with \$1500 donated by her family to remember Chris and her contributions to the Region. Chris was the founder of Hoof Prints Pony Club and a very active volunteer for our Region. She passed away in January. Her daughter, Susan Dykstra, would like to see this money spent on education.
- \$10,000 was moved from the Region checking account to a short-term bond account in order to receive a better return. The dividends from the bond account are reinvested in the Region's money market account.
- There is over \$24,000 in the Region's education fund. This fund was started with money received from the Hawley family in memory of Bud Hawley. The region is allowed to pull out 5% of this money per year to use for the Bud Hawley clinic.

## **7. RS led Discussion**

- The 2009 officers were great and Ada expressed her gratitude as she "didn't worry about a thing."
- She encouraged the new incoming DC's to ask a lot of questions and to go to use the RS and USPC website as resources.
- There are many scholarship opportunities available through Pony Club and parents were encouraged to apply. Our Region offers the TJ Noe Scholarship which is funded by Silver Cloud Farm in memory of Ted Noe's son, T.J., who was killed in a tragic automobile accident.
- The Pony Club website rolled out a new website and in an effort to protect its educational materials will be requiring a password to access some areas in the future. Details will be available soon.
- The South Region needs a webmaster to update our website. Currently only the bare minimum of information is posted but this site could be a great resource for our members. Kristen Thompson volunteered her husband to assist with the web master position.
- The National Office is reviewing Club policies this year to insure they are in adherence with USPC policy. These policies are in place to protect Pony Club leaders, who should know the by-laws and encourage parents to learn them as well.
- USPC is no longer publishing the printed directory but it is available online and is a great resource.
- Riding Centers utilize a different membership report form. When submitting forms for new members be sure that you have chosen the correct one.
- The Region has not had any applicants this year for National Youth Congress or the National Youth Board. Amanda Thompson and Antonio Van Os served on the NYC last year and enjoyed the experience.
- The Annual Meeting will be held in Nashville this year and we are encouraged to attend.
- There is a new National Chair of testing and she is working to make UL tests a more positive experience for our members.
- It is very important that we clubs obtain a copy of each mount's negative Coggins test to protect other members and the farms where we hold meetings.
- The Pony Club manuals (i.e. D-Level Manual, C-Level Manual) are in the process of being re-written.
- The inclusion of Western disciplines has been a controversial one for the National Office but it is optional, like any other discipline. Many Regions offer Polocrosse but ours currently does not. The Western disciplines will be no different than any other and will adhere to the same strict safety standards.

## **8. Old Business**

- Items in Ada's storage (2 boxes t-shirts 60-70 shirts), pinnies were brought to the meeting and distributed. Karen Thompson suggested the pinnies would be good for camp.
- Per the recommendation of the Region officers, a vote was held to amend current ByLaw to distribute the funds collected from the \$5 region surcharge at rally equally between Championship competitors (not stable managers) to offset their entry expenses. This proposal was unanimously accepted. ByLaw's will be amended.

**9. Election of 2011 Officers** – (see Exhibit 6 for Job Descriptions)

Joyceann Solomon, who chaired the nominating committee, presented the following slate of 2011 officers:

Regional Supervisor:	Karen Thompson
Vice RS (Instruction):	Catherine Fite
Vice RS (Instruction):	Sarah Van Os
Vice RS (Activities):	Willie Johnson
Vice RS (Activities):	Stephanie Broome
Secretary:	Jennifer Hood
Treasurer:	Nancy Thrasher

The motion to accept the slate of 2011 officers as presented passed unanimously.

Ada Holley, RS, introduced the HMO and RIC positions:

HMO – Brenda Yike

RIC – Martha Fabiano

Web Master – Kristen Thompson

**10. Election of 2012 Nominating Committee**

The following individuals were nominated to serve on the committee to nominate the officers for the 2012 slate of officers:

Joyceann Solomon, Hilltoppers

Kathy Carleton, Cahaba

Dradyn Hinson, Midland Foxhounds

**11. Meeting Adjournment**

Ada Holley, outgoing RS, adjourned the meeting at 12:15 p.m.

## **12. Call to Order by 2011 Regional Supervisor**

Karen Thompson, incoming RS, called the meeting to order at 12:45 p.m.

## **13. New Business**

### **a. Announcements**

Incoming RS, Karen Thompson, began the afternoon session by introducing herself, detailing her family, every day job and sharing her first experiences with Pony Club. She described how she was very discouraged by her local Pony Club's lack of interest in her child as a possible member, and said that if she had not been persistent for over a year, she would not be in the position that she is today. The description was an example of how first impressions make a difference—WE are the first impressions to the club member and community. She encouraged all club officers to be good leaders, communicating their vision of Pony Club to ALL members. She advised that we don't allow cliques to form within our organization, but rather that we build trust and move forward together, and touted the benefits of personal communication over email or web messages.

### **b. National Programs**

#### **i. USPC Annual Meeting, Jan 21-Jan 30, 2011, Nashville, TN (see Exhibit 7)**

Jennifer Hood shared her experiences at the 2009 Annual Meeting, encouraging members to attend for the excellent networking and educational opportunities.

#### **ii. National Youth Congress**

Karen Thompson discussed the NYC and commented that it is a great way to grow our Upper-Level members into strong leaders.

#### **iii. Academy of Achievement**

Brenda Yike outlined the Academy of Achievement for those not familiar with this program, stating that it is made up of graduate Pony Clubbers who have excelled in their professions who give back to USPC by mentoring members of the NYC.

#### **iv. Visiting Instructor (see Exhibit 8)**

Karen Thompson described her daughter Amanda's two very positive experiences as a VI and encouraged DC's to look into the program for upcoming camps.

#### **v. Centers Program**

Ada Holley shared that the BOG had voted to make Riding Centers a permanent part of USPC and discussed the ways in which Riding Centers are different from a club. Ada has agreed to act as our Region's Riding Center Coordinator in 2011.

#### **vi. Back Ground Checks**

In 2011 USPC will require background checks for the RS, Joint RS, and DCs. Eventually everyone who comes into contact with Pony Club members will be required to have a background check performed (i.e. instructors, officers, etc.). There was discussion about who should pay for these background checks – the individual, club or region. Karen advised each club to think about this as they prepare their budgets in the coming years.

### **c. Financial Planning – 2011 Budget**

#### **i. Allocating funds for upper level preps**

**ii. Vote on 2011 region dues**

2011 member \$20 and Prorated dues per member \$30

2011 late fees per renewing member application not by/postmarked 11/15 \$10

2011 vendor fee for 2011 \$25 per rally or event

2011 championship surcharge per rally competitor \$5

The proposed schedule of dues and fees was unanimously approved.

**iii. Other budget items**

In an effort to increase attendance at the annual meeting, it was proposed that the budget be increased to \$700. HMO budget was increased by 100.00 to allow for additional expenses. This motion was unanimously accepted.

The budget was unanimously accepted as presented.

**d. Rally Information**

**i. Festival and Championship in Lexington, KY**

Jennifer Hood shared that after attending Championships for the previous four years; she highly recommended the experience to all Pony Club members. Katie Fite talked about how much fun it is to camp at the Kentucky Horse Park Campground, and Heather recollected fond memories of Festival. Everyone agreed that we should encourage our members to attend Championships and/or Festival this summer.

**ii. Medical Arm Band Reminder**

The medical arm band system is working well. Clubs are reminded that members must wear them at all times, whether mounted or unmounted.

**e. Upper Level Preps**

**i. Open to C-1 rated members and older**

Martha Fabiano, our RIC for 2011, expressed concern that we don't hold many educational opportunities for our lower-level members and feels that we need to do more in this area, especially as it will afford our upper-level members the opportunity to teach.

Valerie Simonian expressed that, as a parent, she would like to receive more feedback from preps, and means to accomplish this were discussed with suggestions being made to have a scribe available or possibly utilize video recording.

**ii. Combining with other regions for Preps**

Karen Thompson has been in contact with the Sunshine Region and hopes that our Regions will offer joint opportunities for education in the coming year.

**f. Calendar Planning – Activities & Instruction**

**i. Review and discussion of tentative schedule (see below)**

1/8/11	Standards & Ratings Clinic	Montgomery, AL	Pinchona hosting. Lida Sease discussed this clinic and explained that its purpose is to give participants a visual of what each rating looks like. There will be demo riders for each rating level and an accompanying DVD. National Examiner Ann Haller will be the instructor. It is highly recommended that clubs send anyone involved in their instruction/rating program to this clinic.
1/15/11-1/16/11	UL Unmounted Prep	Auburn, AL	Hoof Prints hosting. Kim Umphress has offered the use of her farmhouse for housing. Tentatively will go to Auburn University for anatomy lab.
2/26/10	EBTH/Quiz	Coweta County Fairgrounds	Woodbine hosting. Discussion was held about having a workshop for HM apprentices. Brenda feels that it is impossible to do with current one-day format so options will be explored.
3/12/11-3/13/11	UL Riding Prep	*BlackJack Farm, Birmingham, ALA	Springstone and Cahaba Hosting (*facility must be confirmed)
4/1/11-4/3/11	Eventing Rally	Poplar Place Hamilton, GA	Midland Foxhounds hosting.
4/30/11	Games Rally	Barlynn Farm Loganville, GA	Piedmont hosting. Will be a one-day rally with trailers instead of permanent stalls.
5/13/11-5/15/11	Show Jumping Rally	Poplar Place Hamilton, GA	Hilltoppers hosting.
6/11/11-6/18/11	South Region Camp	*Big Bear Farm Pine Mountain, GA	Region hosting with Martha Fabiano, Kristin Thompson, Valerie Simonian and Cathy Utley organizing. Will consider having either a rating or schooling show on Saturday to end the camp. Discussed having UL kids attend first part of camp to prepare lesson plans and then help instruct during the second part of the week when lower-level kids arrive. (*facility must be confirmed)
7/18/11-7/26/11	Championships & Festival	KY Horse Park Lexington, KY	
8/5/11-8/7/11	HB/HA Rating	Black Jack Farm Birmingham, AL	Springstone & Cahaba hosting
9/3/11-9/4/11	C3-B Rating	*Ashland Farm Covington, GA	Hilltoppers hosting (*facility must be confirmed)
9/17/11-9/18/11	Bud Hawley Clinic	HJ Farm, Auburn, AL	Hoofprints hosting. UL members will be invited to teach lower-level members and will receive credit to be used toward an UL prep. Natalie Royer has contacted Nutreena representative to cover nutrition.
10/1/11	Dressage Rally	Poplar Place Hamilton, GA	Pinchona hosting.
10/2/11	UL Prep	Poplar Place Hamilton, GA	Pinchona hosting
11/5/11	Region Annual Meeting	Peachtree City Presbyterian Ch	Woodbine Hosting

### **Calendar Discussion:**

- Karen Thompson had prepared the calendar ahead of the meeting and this worked well and saved a great deal of time.
- Stephanie Broome has agreed to inventory the Region's rally kit and identify items needed, such as 10-key calculators.
- Mikki Johansen said the Region's first aid kit needs to be updated. She agreed to act as our EMT for all rallies in 2011, which Karen Thompson pointed out will help greatly with the rally budget and save competitors money.
- Valerie Simonian questioned the practice of supplying volunteers with lunch and gifts. Karen Thompson said that it works well for hosting club members to provide food, rather than rely on outside vendors as they are much more expensive. Several people agreed that a Rally T-shirt makes a nice, inexpensive gift for volunteers.
- Karen Thompson will be supplying everyone with a copy of the budget template that Pinchona used for the 2009 Show Jumping Rally and would like for all clubs to use it in 2011.
- Karen Thompson asked that everyone use the official Rally Report Form and will make this form available.
- Because the Young Rider Camp will more than likely be held the 2<sup>nd</sup> week in June, the C3-B rating on the tentative calendar for June 10-12 was moved to the first weekend in September.
- Mikki Johansen pointed out that the first weekend in November, the customary date for our Annual Meeting, is always a conflict for their club as it is the same weekend as the Midland Fox Hunt Steeplechase. Alternative dates were discussed but the date was left as November 5 with the agreement that Midland would be given special consideration.

### **ii. Festival Clinics in lieu of Regional Prep**

- As Region Policy strongly recommends UL Candidates participate in a prep prior to their National Testing, the Festival is a great way to accommodate this suggestion if member is not able to attend one of the formal SR preps.

### **iii. Insurance Requirements (see appendix )**

- Karen gave a reminder and included the 2010 Insurance Requirements brochure for reference. All Club activities should be on the insurance listing – mounted or un-mounted.

### **g. Region Policy Review and Changes (see attached for all revisions)**

As per the recommendation of the Regional Council, the Region updated its policy regarding the disbursement of the rally surcharge funds to read "This disbursement will be distributed equally per member attending Championships" (see page 8 of revised by-laws).

The motion to amend the by-laws as presented was accepted unanimously.

### **h. Sponsors Meeting Requirements**

The club secretary must send notice of the annual sponsor's meeting at least 30 days in advance as per the USPC by-laws.

### **i. Club Policies – must agree with new USPC By-Laws**

A reminder that all clubs have club policy and by-laws. Please take a minute to review your club bylaws and approve at annual meeting. A bylaw template is included in the packet.

i. **Member in Good Standing**

- Sample of wording for Member in Good Standing is included in Notebook.

ii. **Club level ratings**

Per Brenda Yike, HMO, a good rule of thumb when utilizing upper-level members for club-level ratings is that a C1 can perform a D1 rating, A C2 can perform a D-2 rating and a C3 can perform a D-3, provided the upper-level member has the maturity level necessary for the task. Karen Thompson suggested that clubs utilize upper-level members from other clubs as it is difficult for a club member to rate a fellow club member.

j. **Club membership and rating update forms**

Each DC should send one copy of club membership forms and rating update forms for South Region files to Jennifer Hood, Region Secretary.

k. **Region Best practices**

It is recommended that each club hold at least two lower-level ratings per year.

l. **Region shirts and logo items**

The Region has a logo on file with Lands End and receives a rebate for all orders that specify the South Region of USPC as a recipient.

**14. Communication**

i. **Monthly Conference Calls**

Karen Thompson plans to implement a monthly conference call between DC's to discuss upcoming events as means of encouraging more inter-club activities and involvement. It was agreed that this monthly teleconference will occur on the first Thursday of each month. Agreed to begin January and February and will determine through consensus if have meetings monthly or quarterly.

**15. Other Old Business**

No other old business was discussed.

**16. Other New Business**

Karen Thompson encouraged everyone to be positive in the coming year and to encourage our members to "Live, Love and Learn the Horse."

**17. Wrap up and Meeting Adjournment**

Karen Thomspson adjourned the meeting at 4:30 p.m.

## Exhibit 6 – Job Descriptions

### RS

- Approve and appoint District Commissioners and Joint District Commissioners (DCs/Jt-DCs) of the region.
- Appoint officials of the region, such as Horse Management Organizer (HMO), and delegate to any such official the power to act for the region with respect to specific duties.
- Maintain a current regional and national policy book. Be familiar with and ensure that the region, and all clubs in the region, adheres to the policies of USPC.
- Complete all required reports in a timely manner, meeting all deadlines.
- Act as liaison between the Board of Governors, national officers and committees, and the clubs within the region.
- Provide information for all persons involved with the planning and administration of clubs and instruction and activities programs.
- Submit to the VPRA and the Director of Member Services a confidential yearly report on each club.
- Organize at least one annual planning meeting of the Regional Council in the fall of the year. Assist in planning regional activities and receive the report of the Regional Nominating Committee. Assure that notice of the annual regional planning meeting is postmarked or delivered to members of the Regional Council at least thirty days prior to the meeting.
- Ensure that a copy of the minutes of the annual meeting is sent to the VPRA and to the Director of Member Services by the required deadlines.
- Establish a regional fund to be administered by the Regional Treasurer for the purpose of defraying part or all of the expenses of regional clinics, teams, or other regional activities, and to assist the officers of the region in defraying a portion of their expenses.
- Ensure that the Treasurer keeps accurate financial records and submits a financial report at the regional planning meeting.
- Set regional dues and fees with the approval of the Regional Council.
- Maintain Corporate Membership in USPC.
- Establish, with the Regional Council, such regional policies as may be necessary for the efficient administration of the region, and ensure that regional policies are consistent with national policy and have been approved by the VPRA.
- Ensure that club policies and activities are consistent with national and regional policy. The RS must approve and should have a copy of the policies of every club.
- Assess and evaluate club mounted and un-mounted instructional programs with the assistance of the RIC.
- Appoint a chairperson to organize a USPC qualifying competition in each discipline at the regional level (if interest warrants) or facilitate opportunities for members to qualify for Championships at these events in other regions.
- Ensure that VRS Instruction organizes test preparation clinics for upper-level ratings for candidates in the region.
- Cooperate with the National Testing Committee in seeking upper-level testing sites within the region and oversee VRS Instruction coordinating any such testing.
- Recommend candidates for upper-level ratings and endorse only those active Pony Club members who meet the requirements listed in the Standards of Proficiency.
- Attend regional activities, especially testing's, and, where appropriate, to take an active role in the planning of such activities.
- Maintain personal contact with the DC's of the clubs in the region, supporting and advising as necessary and appropriate.
- Establish a regional newsletter for the purpose of facilitating communication between clubs in the region.
- Attend nationally organized RS activities.

- Attend the USPC Championship whenever possible.
- Attend Leaders Camps
- Ensure that the Regional Treasurer completes and files the end of the year financial report by the February 15th deadline.
- Ensure that proper insurance coverage has been obtained for regional activities.
- The RS or the Regional Council may appoint other committees, and committee heads.
- These committees may include, but are not limited to: policy, membership, records, public relations, rallies, testing, clinics and Championships.

### **VRS Activities**

- Organize at least one USPC qualifying competition in each discipline (if interest warrants) at the regional level or facilitate opportunities for members to qualify for Championships at these events in other regions.
- Attend the USPC Championship whenever possible.
- Working with the clubs that will be hosting each rally to ensure the smooth running of the rally
- Responsible to approve budget & packet prior to distribution
- Overseeing communications to championships qualifiers
- See that championship entries are entered into the system in a timely fashion
- Oversee region's Lands End representative in ordering and distributing championships
- shirts

### **VRS Instruction/Upper level ratings**

- Organize all south region upper level tests.
- Cooperate with the National Testing Committee in seeking upper-level testing sites within the region and be responsible for coordinating any such testings.
- Recommend candidates for upper-level ratings and endorse only those active Pony Club members who meet the requirements listed in the Standards of Proficiency.
- Attend regional activities, especially testing's.
- Organize test preparation clinics for upper-level ratings for candidates in the region.
- Organize yearly regional Standards & Ratings clinic
- Find host clubs for regional clinics
- Work with host clubs to set the budget and agenda for regional clinics
- Find clinicians for regional clinics
- Attend regional activities, especially clinics and camps.

## **Secretary**

- Nominated by Regional Nominating Committee and elected yearly by the Regional Council.
- Individual may not be RS or VRS, or a family member of either.
- Attends all regional meetings
- Term specified in regional policies.
- Maintains South Region Membership Records and Commutate updates from National Office to club levels
- Maintain a current regional and national policy book. Be familiar with and ensure that the region, and all clubs in the region, adheres to the policies of USPC.
- Takes minutes and distributes them. Minutes are sent to all clubs, regional officers and leaders, others designated by the RS or Regional Council.
- Sends minutes of the Annual Meeting and those of any other regional meetings at which a change of RS, Vice RS, Secretary, or Treasurer takes place to the Director of Regional Administration and Member Services in the USPC office.
- Notifies VPRA of any such changes.
- Maintains a file of minutes and delivers it promptly to his or her successor.
- Maintains records of the region including, but not limited to, policies and minutes of
- Regional Council meetings.
- Sends notification to the Regional Council of regular and annual Regional Council meetings. For regular meetings, such notices shall be postmarked or delivered at least 15 days prior to the meeting. Notice of the Regional Annual Meeting must be postmarked or delivered at least 30 days before such meeting.
- Regional Secretary may call a meeting of the Regional Council.
- It is strongly recommended by the Board of Governors that the Regional Secretary be a Corporate Member of USPC.
- Complete all required reports in a timely manner, meeting all deadlines.
- Provide information for all persons involved with the planning and administration of clubs and instruction and activities programs.
- Oversee region webmaster or take on region webmaster duties.
- Maintain region membership roster including updating current membership ratings and contact information, and new member additions.

## **Treasurer**

- Nominated by Regional Nominating Committee and elected yearly by the Regional Council.
- Term specified in regional policies.
- Individual may not be RS or VRS, or a family member of either.
- The Treasurer maintains the checkbook, keeps receipts and other financial documents, writes regional checks, and oversees budgets for all regional activities.
- The Treasurer attends all regional meetings and should be prepared at every meeting to give a full accounting of all expenditures and receipts since the previous meeting.
- At Regional Planning meetings, the Treasurer must submit a financial report disclosing all receipts to, disbursements from, and balances of all regional accounts.
- A financial statement from the Treasurer for the calendar year must be completed and sent to the National Office and others as instructed. The deadline for submission is February 15 of the following year. This report is used to comply with IRS requirements regarding the tax- exempt status of The United States Pony Clubs, Inc.
- The Treasurer will relinquish all financial records immediately to a properly approved successor.
- The Treasurer may be requested by the RS to obtain insurance for regional activities.
- The Board of Governors strongly recommends that the Regional Treasurer be a Corporate Member of USPC.