

# Position Description – PCV Treasurer

## Position Details

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<b>Position Title:</b>	<b>PCV Treasurer</b>
<b>Position Status:</b>	<b>Volunteer (Appointed)</b>
<b>Position Selection:</b>	<b>Appointed by State Council at the first State Council meeting after the Annual General Meeting in odd years.</b>
<b>Position Term:</b>	<b>Two year, consecutive reappointments may be made.</b>
<b>Position Location:</b>	<b>Off Site</b>
<b>Reimbursement:</b>	<b>Sum of \$275.00 and out of pocket expenses as deemed appropriate by the PCAV State Council</b>
<b>Position review date:</b>	<b>Annually or as required</b>

## Our Vision

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***Pony Club is the first choice for a fun, inclusive experience for young people and families in a safe, educational environment that teaches horsemanship skills and equestrian opportunities.***

## About Pony Club

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Over 200 Pony Clubs around Victoria are represented by the Pony Club Association of Victoria Inc. (PCAV). Clubs are divided into one of ten regional Zones. All Clubs and Zones are autonomous, self governing and self supporting. Riding members of Pony Club Victoria are 25 years or younger and of any riding ability. Membership of a Pony Club Victoria Club includes personal accident and public liability cover.

Clubs are the foundation of Pony Club Victoria. Our members enjoy the benefits of being part of a Club where new and old friends share their passion for riding and horses. Our Clubs depend upon the enthusiasm and dedication of adult supporters who administrate and instruct making Pony Club a real family affair! Many lifetime friendships are fostered in this social environment.

Learning is a major focus of the PCAV and is not simply limited to riding skills. Promoting the highest ideals of sportsmanship, citizenship and loyalty as well as instilling in members the proper care of their animals are major aims of instruction at Pony Club. Our organisation prides itself on producing not simply good riders but knowledgeable horse people. Efficiency certificates are awarded to riders to acknowledge increasing levels of horsemastership.

Ultimately Pony Club strives to encourage young people to ride and enjoy all manner of approved sports connected with horses and riding, introducing members to a broad range of activities from conventional disciplines of competition to more recreational types of horse activities; the endeavour is to be your best. Members may also be nominated for Service Awards which acknowledge contributions to the Pony Club movement.

Best of all Pony Club offers something for all members, a friendly Club environment, instruction in horsemastership to launch a possible career in the equine industry and sound riding skills for enjoyment of riding pursuits or preparation for competition at the highest levels of the sport.

[www.ponyclubvic.org.au](http://www.ponyclubvic.org.au)

## Organisational Relationships

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**Reports to:** The Members of the Association  
**Direct reports:** Executive Officer, Sub-Committees  
**Internal Liaisons:** Executive Officer, PCV Staff, Zones, Clubs, Members

## Qualifications & Skills (Selection Criteria)

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### Desirable

- Broad knowledge of Pony Club
- Ability to work collaboratively
- Be a good listener and effective communicator
- Can do, positive attitude

### Required

- Must be an adult (over 18 years of age), and;
- Must not be insolvent or under administration;
- Must not be disqualified under the constitution or due to a breach of their duties.
- Knowledge of MYOB, accountancy qualifications, and high level accounting and financial knowledge.

## Duties

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<b>Governance</b>	Ensure that the State Council maintains the degree of financial literacy necessary to conduct the business of the organisation
	Advise the State Council on matters of finance
	Oversee the production of appropriate fully documented financial policies and procedures
<b>Planning</b>	With the EO, oversee [in partnership with the State Council] the production of a Business Plan for the organisation
	With the EO, oversee [in partnership with the State Council] the regular review and development of the Business Plan
<b>Meetings</b>	Report to the State Council at each meeting on the financial situation of the organisation
	Report to the State Council at each meeting on variances from the approved budget
	With the EO, place any necessary financial items on the State Council agenda in advance of the meeting
	Report to the Annual General Meeting on the financial situation of the organisation
<b>Administrative &amp; Management</b>	Serve on the Executive Committee between State Council meetings
	Oversee the organisation's bookkeeping

	With the Chair, oversee the EO in ensuring that the organisation's financial records are adequate, protected, backed up, and accessible.
	Oversee the organisation's banking
	Oversee the maintenance of the organisation's asset register
<b>Finance</b>	Oversee the EO to ensure that the organisation's financial control procedures are adequate and that appropriate safeguards against fraud are in place
	With the EO, oversee the organisation's investment strategy and report to the State Council
	Oversee the preparation of the Budget for the coming year
	Oversee the review of income and expenditure against the budget on a continuous basis
<b>Other duties</b>	As for State Council members (below)

## POSITION STATEMENT: ORDINARY STATE COUNCIL MEMBER

<b>General</b>	On being elected to the State Council, undertake induction and training procedures as provided by the State Council
<b>Governance</b>	Consider, debate, and vote on issues before the State Council on the basis of the best interests of the organisation only
	Comply with the rules, policies, and standing orders of the organisation
<b>Planning</b>	Review and approve the organisation's Strategic Plan, and other consequential arrangements (Business Plan, Marketing Plan, etc)
<b>Meetings</b>	Attend all meetings, or, if absolutely unavoidable, apologise in advance for absence
	Where State Council papers are circulated in advance of the State Council meeting, read papers and consider issues before the meeting
	Contribute to the discussion and resolution of issues at meetings and otherwise as appropriate
<b>Administrative &amp; Management</b>	Approach employees of the organisation (paid or unpaid) only through the EO
	Review and approve the organisation's systems for financial control and risk management
<b>Media</b>	Make comments to the media only as provided in the organisation's Media Policy
<b>Promotion</b>	Promote the organisation in the community as opportunities arise
<b>Legal &amp; Ethical</b>	Avoid making any improper use of their position in the organisation so as to gain any material advantage for themselves, or for any other person, or to the detriment of the organisation
	Avoid making any improper use of any information acquired by virtue of their position in the organisation so as to gain any material advantage for themselves, or for any other person, or to the detriment of the organisation
	If they have any direct or indirect material personal interest in any contract with the organisation, inform the State Council immediately
	If they have any direct or indirect material personal interest in any contract with the organisation, not vote in the State Council on that issue

	If they have any non-material personal conflict of interest in any matter before the State Council, or believe that the perception of such a conflict might arise, inform the State Council immediately and follow the State Council's rulings as to proper procedure
	At all times conduct State Council business politely and with consideration for others, without ill feeling, improper bias, or personal animus

## Insurance Cover

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Insurance cover is provided under the Australian Pony Club Inc Insurance Policy and detailed in the Australian Pony Club Insurance Policy handbook, available on the PCV website [www.ponyclubvic.org.au](http://www.ponyclubvic.org.au).

## Time Commitment

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- Five meetings of the State Council nb. Meetings may be by teleconference
- Meetings of State Executive as required nb. Meetings may be by teleconference
- Attend AGM to present finance report

## Codes of Conduct

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The State Councillor must conduct themselves at all times within the Code of Conduct which can be found on the web site [www.ponyclubvic.org.au](http://www.ponyclubvic.org.au) go to Resources/Code of Conduct

## 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: PCAV President on behalf of the PCAV State Council**

**Signed:**

**Date:**

**Print name:**