

2022

# BOARD NOMINATION PACK

## ELECTED DIRECTOR

PONY CLUB VICTORIA | 73-75 Mackie Rd MULGRAVE 3170





## Our Vision

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.

## Our Mission

To provide education in rider safety and horse welfare while developing horsemanship skills through participation and competition.

## Values

- **Member focussed.** Members are our first priority.
- **Young People Centred.** Youth are our prime objective
- **Inclusive.** All members feel supported respected and valued
- **Safety.** Rider Safety and Horse Welfare at all times.
- **Fun.** An enjoyable equestrian experience for all
- **Learning.** Progressive education through a competency based program.
- **Equestrian Diversity.** Everyone's journey is different

## Eligibility

A person is eligible for election to the position of Elected Director only if they:

- (a) are an Individual Member of PCV;
- (b) are 18 years of age or over;
- (c) are not disqualified from being a member of the Board under Section 78 of the Act;
- (d) are not employed by a Member Club, Affiliate Member or PCV;
- (e) do not have any outstanding fees payable to PCV;
- (f) have specific skills to complement the Board composition;
- (g) have not held a position on State Council within the previous five years; and
- (h) have not exceeded maximum term under Rule 23.4(4) of the Rules.



## The Role

The role of Director for Pony Club Victoria is to represent and promote the interests of members and Clubs within Victoria at local, state and a national level. Each Director is equally responsible for the proper management, corporate governance, and compliance of the Association in the best interests of our members and the Association as a whole.

## Payment

This is a voluntary position.

## Term of Appointment

Elected Directors shall be elected for a term of four years and are eligible for re-election, but for no more than two by four-year terms. Maximum cumulative service is nine years including any time served on State Council prior to the adoption of these Rules.

Each Elected Director shall hold office until the conclusion of the fourth Annual General Meeting following the date of the Director's election, but the Director is eligible for re-election, subject to Rule 23.4(1). For the avoidance of doubt, the Director's office shall commence at the conclusion of the Annual General Meeting at which they are elected.

## Responsibilities

- Determining, reviewing, and maintaining the vision, purpose and values of the organisation.
- Approval of short and long-term strategies.
- Approval of annual budgets.
- Approval of expenditure over pre-specified limits.
- Appointment, performance evaluation and (if the circumstances necessitate) termination of the employment contract of the General Manager
- Risk oversight.
- Providing a check on the integrity of external financial and non-financial reports.
- Any additional monitoring of the activities of the organisation in order to satisfy itself that it is being properly managed.
- Supporting effective engagement with key stakeholders.
- Ensuring the adequacy of internal regulatory and policy compliance systems.



- Adopting appropriate ethical standards, codes of conduct and appropriate behaviours, and assuring that these are adhered to at all times.
- Evaluating the Boards own practice and performance and the contribution of individual directors.

## Desirable Selection Criteria

The Board of Pony Club Victoria are seeking candidates with a range of skills and experience. Some examples are:

- Legal, regulatory, governance
- Accounting, finance
- Marketing, advertising, sponsorship
- Human resources, cultural change
- Stakeholder engagement, corporate/social/organisational responsibility, issues management
- Government relations / knowledge
- Strategic planning and policy development
- Technology/IT
- Risk Management
- Pony Club, Equestrian Sport knowledge
- Leadership experience in animal welfare or member-based organisations

The Board recognises that the Association's members have a diverse range of knowledge, skills and experience that are equally as valuable to the Association as those listed above and welcomes nominations from all interested and eligible members.

## Nomination Process

In accordance to rule 23.4(2) of the Pony Club Victoria Rules Nominations must be:

- (a) be made in writing, signed by two office bearers of a Member Club and accompanied by the written consent of the nominee (which may be endorsed on the form of nomination); and
- (b) be received at a time, date and place as stipulated on the nomination form.



## Nomination Requirements

To complete your nomination the following documents need to be completed and submitted prior to the advertised date and time of close of nominations:

- Nomination Form
- Signed Code of Conduct
- Disclosure of Personal Interest Form
- Nominee Statement
- Copy of WWCC (Current or receipt from application)

Nominations received after the closing date cannot be accepted.



# NOMINATION FORM

## Elected Director Position

For the purpose of electing Board Members for Pony Club Victoria Inc. and in accordance with the Rules, we as representatives from a club affiliated with Pony Club Victoria, hereby nominate the following member for the position of Elected Director:

<b>Name of Nominee:</b>	
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<b>Nominating Person 1</b>	
<b>Name</b>	
<b>Club and Role</b>	
<b>Signature</b>	
<b>Nominating Person 2</b>	
<b>Name:</b>	
<b>Club and Role</b>	
<b>Signature</b>	



## NOMINEE:

<b>I am a member of:</b>	
	(Pony Club)

I accept this nomination for election to the Board of Pony Club Victoria Inc.

I am aware of the duties of the Board of Directors and agree to perform those duties and to undertake the responsibilities of a Board member.

I acknowledge that if I hold an office in a Pony Club or zone, or am employed by Pony Club Victoria then on election, I will resign that role in accordance with Rule 23.3(6) of the Rules of Pony Club Victoria.

I acknowledge that I have submitted the following documents necessary to complete my nomination:

- Nomination Form
- Signed Board Code of Conduct
- Profile picture image
- Disclosure of Personal Interest Form
- Nominee Statement
- Copy of current Working With Children Check (or receipt of application)

<b>Name</b>			
<b>Signature</b>		<b>Date:</b>	

## RETURN TO:

Returning Officer: [executiveofficer@ponyclubvic.org.au](mailto:executiveofficer@ponyclubvic.org.au)

**Nominations Close:** 5pm, Wednesday, 1 February 2023

## BOARD CODE OF CONDUCT

This Code of Conduct sets standards to guide the decisions, actions and behaviours of the PCV Board and Committees, including external appointees to Board Committees.

The obligations and behaviours expected of PCV Board members is underpinned by the following ethical principles:

- integrity;
- accountability;
- honesty;
- impartiality; and
- objectivity.

### Code of Conduct

#### **1. Strategy and Advocacy**

Board members shall:

- contribute to the strategic direction of PCV and ensure that the Association's activities are responsive and appropriate to the needs and interests of Members;
- recognise that their primary responsibility is to the organisation as a whole but may, where appropriate, have regard for the interest of all stakeholders of the organisation;
- put aside their interest in member clubs or other affiliated organisations to ensure their primary responsibility to the Association is maintained;
- ensure all PCV and Board activities are in compliance with the PCV Constitution, By-laws and policies;
- ensure that the Board is accountable to Members by documenting and communicating actions and decisions, as appropriate; and
- engage in public advocacy for the Association by appropriately promoting its work and keeping informed about its programs and activities.

#### **2. Integrity and Respect**

Board members shall:

- act impartially and with honesty, integrity, in good faith and in the best interests of the organisation;
- not engage in conduct likely to bring discredit upon the organisation;
- disclose any instance of fraud or corruption on the Board or within PCV; and
- Endeavour to ensure that PCV, at all times, complies with the laws governing its operations.

Board members should:

- undertake their duties with appropriate care and diligence;
- deal honestly with PCV's Members and other stakeholders; and
- Understand and exercise any authorities responsibly and within their limits.

- Be clear and understand the roles, responsibilities and reporting relationships of the Board and staff,
- Properly observe their responsibility as the CEO's employer.

Board members shall not unlawfully discriminate, harass or bully others and shall treat others with dignity and respect.

### **3. Conflicts of Interest**

Board members shall identify conflicts of interest and manage them responsibly. Board members should:

- avoid being placed in the actual, apparent or potential situation of making a decision in relation to PCV business that might be affected by a personal interest;
- disclose conflicts of interest promptly and act in accordance with the Board Conflicts of Interest Policy;
- avoid accepting gifts or hospitality that might reasonably be thought to influence their judgement;
- declare all gifts or hospitality received in connection of their service as a board member over the value of \$100, and
- not take improper advantage of their position as Board member.

### **4. Confidentiality**

Members of the Board shall:

- respect the confidentiality of the content of Board papers, discussions, decisions and related correspondence;
- not make improper use of information acquired as a Board member;
- not disclose, or allow to be disclosed, confidential information received in the course of the exercise of their duties, unless that disclosure has been authorised by the Board or is required to be disclosed by law; and
- not knowingly or recklessly disseminate false or misleading information in relation to matters before the Board.
- Take all precautions necessary to ensure all communication whether written, verbal or electronic remains confidential, in particular where communication channels may be accessible by non-board members.

### **5. Effective Board Performance**

Members of the Board shall:

- Attend all Board meetings and where this is not possible submit an apology. If absence is likely to be extended, members should obtain a leave of absence.
- Prepare for meetings by reading and considering information circulated with the agenda.
- At Board meetings recognise the authority of the Chair.
- Listen to and respect the opinions of fellow board members.
- Debate issues in a non-threatening and co-operative manner.
- Accept and support the decision of the majority; and



- Participate in the Board’s performance appraisal, renewal and succession planning.

Board members:

- have an obligation to be independent in judgement and action and to take reasonable steps to be satisfied as to the soundness of all decisions
- must not make public comments regarding the considerations and determinations of PCV unless authorised by the Chair or CEO
- Shall refrain from discussing any Board issue with PCV staff unless specifically authorised by the Board.

## Compliance

Board members have an obligation, at all times, to comply with the spirit, as well as the letter of the law, the principles of this Code of Conduct and all applicable PCV policies and procedures.

Board members must not take any action, or fail to take any action, that may breach the law or applicable PCV policies, procedures or practices.

Board members should complete all induction and education programs required by them by the Board to build and maintain their awareness and understanding of relevant laws, policies, procedures and practices.

The annual performance appraisal of individual Board members will include consideration of compliance with this Code of Conduct.

Any breaches of this Code of Conduct should be reported to the Chair.

## Compliance Undertaking

All nominees must sign the following compliance undertaking:

*Upon being elected or appointed as a Director (as applicable) as a Director of the Board of Pony Club Victoria, I agree to abide by this Code of Conduct, the Pony Club Victoria Rules of Incorporation and any other policies and procedures approved by the Board. I acknowledge that a breach of this undertaking may result in me being removed from the Board of Pony Club Victoria in accordance with the Rules of Incorporation.*

<b>Name</b>			
<b>Signature</b>		<b>Date:</b>	



## Disclosure of Personal Interest Form

I hereby declare the following personal interests which are or could be perceived to be a conflict of interest in the undertaking of my duties as a Pony Club Victoria Board member:

*Please provide a brief outline of the nature of the conflict. Describe all the relevant information and circumstances that you consider may give rise to a real, potential or perceived conflict of interest (consider the nature of your work, personal or private interests that may directly or indirectly influence and/or benefit you or others, relationships with other parties etc.)*

I agree that as a condition of my nomination to Board;

- I am fully aware of my obligations under the Board Code of Conduct and Conflict of Interest Policy;
- I will take reasonable steps to avoid any conflict of interest in carrying out my duties, and will disclose any potential conflicts of interest if they emerge in the course of my duties;
- I agree to update this disclosure throughout the period during which I serve on the Pony Club Victoria Board until such time as the conflict ceases to exist; and
- I agree to comply with any conditions or restrictions imposed by the Board to manage, mitigate or eliminate any actual, potential or perceived conflict of interest.

<b>Name</b>			
<b>Signature</b>		<b>Date:</b>	





4. What has motivated you to want to be on the Pony Club Victoria Board? 400 words or less.

5. What do you hope to learn or gain from being on the Pony Club Victoria Board? 200 words or less.

6. Attach to your email (jpeg preferred):
- a. Profile picture, and
  - b. Working With Children Card (or receipt proving application)

Name			
Signature		Date:	

RETURN TO:

Returning Officer: [executiveofficer@ponyclubvic.org.au](mailto:executiveofficer@ponyclubvic.org.au)

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