

NEW SPONSORS, please read through all of the descriptions and decide which committee(s) you would like to serve on. Each sponsor is required to serve on at least one committee -- for insurance purposes -- and also because it's a part of sponsorship. Just reply to this message with your preference(s). Thank you!

THE COMMITTEES:

POLICY AND BUDGET -- Consists of club officers and anyone designated by the DC as a "DC or Jt. DC in training;" reviews budget and club policies prior to annual meeting; reviews budget again in January of each year and club policies as needed throughout the year; develops recommendations for budget and recommendations for new policies and/or changes to existing policies to be presented for approval of the sponsors at the annual meeting of the sponsors.

FUNDRAISING -- Develops a plan for fund raising activities for the club; seeks ideas and support of Pony Clubbers; works with publicity committee members to plan publicity; sets up schedule of jobs for each fund raiser and assigns tasks to members and parents/sponsors; monitors workers to be sure assignments are proceeding; thanks those who have helped with time or money; compiles report of fund raiser to present to DC and sponsors.

PUBLICITY/PR -- Develops a plan for publicity activities for the club; contacts media or delegates responsibility for providing information to the media in Pony Clubbers' communities following Pony Club activities; arranges for photos to be taken at events for use in newspaper coverage; ensures that photos reflect attention to USPC safety standards; arranges for radio and television PSA's (Public Services Announcements) when possible.

PROPERTIES/MAINTENANCE/EQUIPMENT -- Keeps properties and equipment belonging to the club in good repair; oversees storage of supplies; keeps track of equipment; arranges for building, maintaining, and repairing jumps and games equipment as required; determines date of "work days" in conjunction with DC and property owner to accomplish maintenance/repair tasks; announces date, times, jobs and general format of work day in club newsletter; organizes work day and directs workers.

HOSPITALITY -- Coordinates refreshments for club activities; submits a budget for cost of refreshments prior to activity; turns in receipts for all costs to the Treasurer following the activity; notifies families of their responsibilities for contributing refreshments or other items for activity; sends thank-you notes as needed; obtains and presents gifts for instructors or others as needed; develops and implements ideas for other social or "fun" activities for club members and their families.

NOMINATING -- Solicits input from the Sponsors of Record and friends of the club to determine the best candidates for the club offices under the guidelines outlined in USPC Policies 4016, 4010, 4013 and 4014 (policies available from DC); presents a slate of

officers to the sponsors and asks for nominations for each office from the floor at the Annual Meeting of Sponsors or at a Special Meeting of the Sponsors.

*See FRPC Policy on Nominating Committee for further details

The nominating committee should consist of 3 current Sponsors. The DC proposes the nominating committee for approval by the Sponsors at least 3 months prior to the Annual Meeting of the Sponsors. However, it is a good idea to always have a nominating committee in place in case unforeseen circumstances necessitate a change of officers during the year. The chair of the nominating committee is selected by the committee.

The Nominating Committee is expected to operate autonomously and should plan to meet some time in June or early July to begin planning for developing the slate of officers for the Annual Meeting of the Sponsors to be held in the fall.

RALLY PREPARATION -- Maintains club-owned rally equipment, assists Instruction Committee in instructing club members in horse management skills expected at Pony Club rallies; assists Pony Clubbers in assembling all needed equipment and paperwork for rallies.

INSTRUCTION -- plans mounted and unmounted instruction (including HM); contacts instructors and schedules mounted and unmounted meetings and attends those meetings to supervise instruction and be present as an impartial observer at any ratings tests. One person from the Instruction Committee needs to be present at all times to supervise meetings.