

Chapter 1

**USPC NATIONAL ORGANIZATION – the big picture!**



*In this chapter:*

- ▶ Board of Governors
- ▶ Committees
- ▶ National Office Staff
  - Calling the National Office
- ▶ Program Administration Council



*Did you know that other than the 18 or so paid National Office staff members, USPC is governed and organized by an entirely volunteer force? You are part of a dedicated and talented group of selfless adults who dedicate their time and energy to a unique educational program for youth which involves horses. A professional staff comprises the National Office. They facilitate the goals and programs that are mandated by the Board of Governors.*

*Board of Governors*

The USPC Board of Governors (BoG) is made up of approximately 30 USPC veteran volunteers. Each Governor is selected by a Nominating Committee, elected by the Corporate Membership, and may serve two consecutive terms of three years each.

The BoG governs the organization. This includes setting policy, approving new clubs and regional officers, and establishing the direction of the organization as a whole through the Strategic Plan.

Board members serve on a number of committees, including Policy, Governance, Nominating, Development, Strategic Planning, Communications, Finance, and Regional Administration.

## Chapter 1 – USPC NATIONAL ORGANIZATION

---

### *Committees*

**Advisory Committee:** This committee is composed of former Board of Governors members. Their experience is invaluable! The Advisory Committee discusses pertinent issues and makes recommendations to the Board.

**Nominating Committee:** This committee consists of five members who select prospective new members for the Board of Governors.

**Standing Committees:** These committees exist indefinitely: Audit, Communications, Development, Executive, Finance, Governance, Personnel/Compensation, Policy, Regional Administration, and Strategic Planning.

**Regional Administration Committee:** This standing committee is most closely involved in the affairs of the local club. This committee is chaired by the Vice President for Regional Administration (VPRA) and oversees the multitude of bylaws and policies which govern clubs and regions. The VPRA serves “as a source of information and support to RSs and Vice RSs.” (National Bylaws, Section 7.4.d)

In addition, the VPRA proposes and implements guidelines and policies for the administration of the regions and clubs.

**Instruction Committees:** These committees administer each component of the USPC educational program. The **Instruction Council** is made up of Chairs of each of the following committees: C-3 Program, Curriculum and Standards, D-1 through C-2 Program, Horse Management, National Testing, National Youth Congress, Regional Instruction Coordinators (RIC), Safety, Summer Instruction, and Written Test.

**Activities Committees:** These committees administer USPC disciplines. The **Activities Council** is made up of Chairs of each of the following committees: Distance Riding, Dressage, Eventing, Foxhunting, Games, International Exchange, Polocrosse, Quiz, Show Jumping, Tetrathlon, and other representatives.

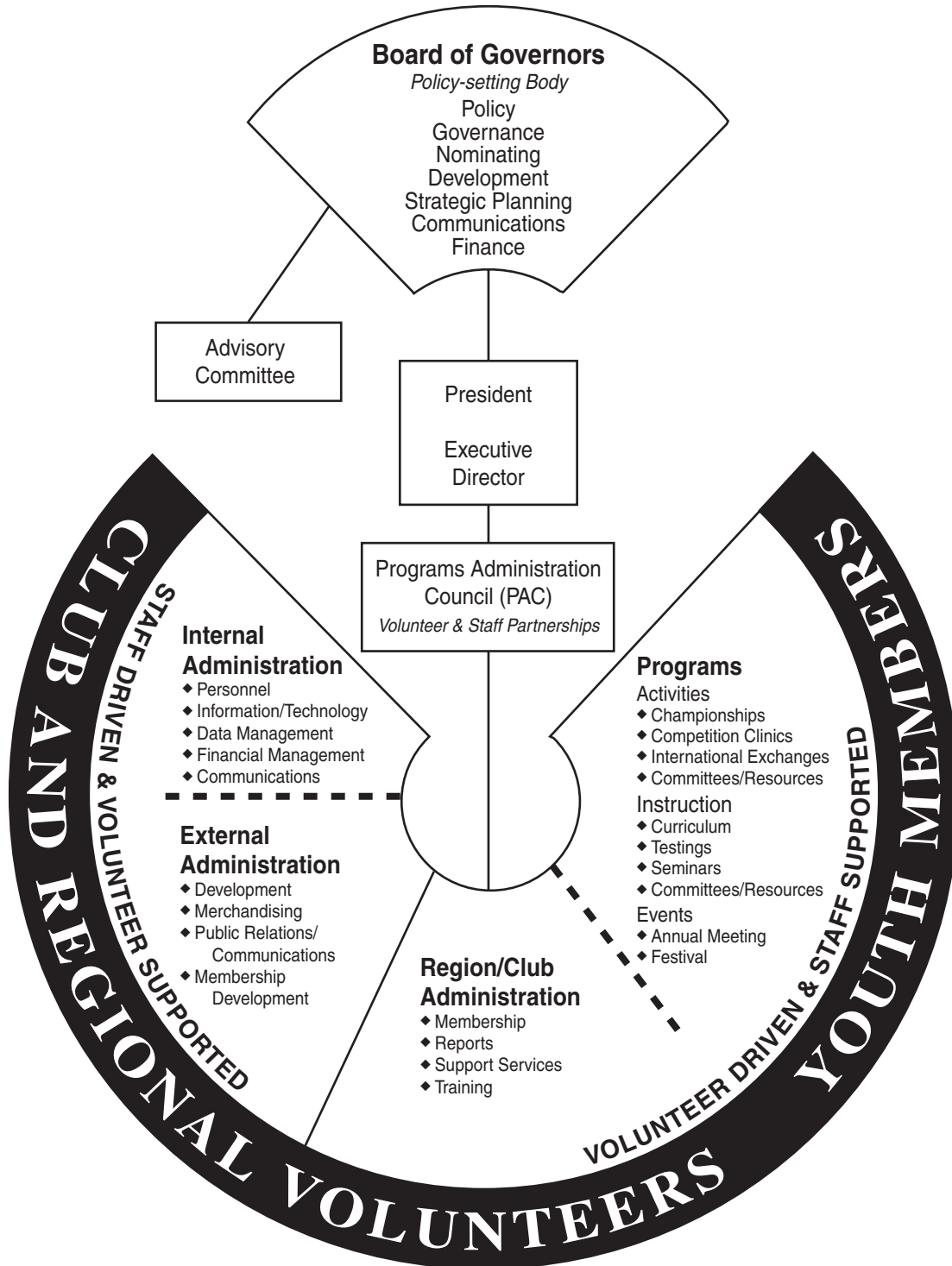
**Ad Hoc Committees:** These committees are formed under the direction of the President when circumstances dictate doing so. They may be staffed by Board members or other volunteers from the general membership.



**TIP: Contact information for each of the Committees is listed in the USPC Annual Directory and on the Web site under “Contact.”**

# Chapter 1 – USPC NATIONAL ORGANIZATION

## National Governance "Hoofprint"



## Chapter 1 – USPC NATIONAL ORGANIZATION

---

### *National Office Staff*

The USPC National Office staff consists of paid, professional employees. They serve as a source of information for clubs and regions, process membership and administrative information, and work with volunteers in administering USPC programs and activities, such as the Annual Meeting, Festival, and Championships.

The USPC National Office is located on the grounds of the Kentucky Horse Park in Lexington, Kentucky, and is open from 8:30 a.m. to 5:00 p.m. Monday through Friday (Eastern Standard Time). The contact information for the office is:

4041 Iron Works Parkway  
Lexington, KY 40511-8483  
Phone: 859/254-7669 Fax: 859/233-4652  
[www.ponyclub.org](http://www.ponyclub.org)

**Activities** – The Activities Services Director ([activities@ponyclub.org](mailto:activities@ponyclub.org)) and the department assistant organize national events, such as the Annual Meeting, Festival, and Championships. The Activities Director works closely with the Vice President for Activities.

**Bookstore** – Orders and questions about orders should be directed to the Bookstore (during the hours listed above) at 859/422-5522. Email questions about orders to [bookstore@ponyclub.org](mailto:bookstore@ponyclub.org). Orders may be placed over the Internet at [www.ponyclub.org](http://www.ponyclub.org). Orders accompanied by a credit card number may be faxed 24 hours a day to 859/422-5532. The Bookstore works closely with the Chair of the Curriculum and Standards Committee.

**Communications** – The Communications Director ([communications@ponyclub.org](mailto:communications@ponyclub.org)) and assistant coordinate production of most of the written material that comes from the national organization, including *USPC News*, *USPC Annual Directory*, press releases, promotional materials, and informational brochures.

**Development** – The Development Director ([development@ponyclub.org](mailto:development@ponyclub.org)) and assistant work closely with the Chair of the Development Committee to raise funds and secure corporate sponsorships for the organization as a whole. These funds support ongoing national programs and activities. The Development Director and the Development Chair also work to find Sponsors for individual events, such as Championships, Annual Meeting, and Festival. Life Memberships are administered through the Development Department.

**Executive Director** – The Executive Director ([executivedirector@ponyclub.org](mailto:executivedirector@ponyclub.org)) is responsible for overseeing all business activities, personnel matters, and service to members and volunteers. The Executive Director and assistant carry out the objectives directed by the Board for the organization.

## Chapter 1 – USPC NATIONAL ORGANIZATION

---

**Finance** – The Finance Director ([mainoffice@ponyclub.org](mailto:mainoffice@ponyclub.org)) and the bookkeeper handle money received in the office, assist with insurance matters, and process accounts receivable/payable for USPC national events, such as the Annual Meeting and Championships. The receptionist ([inquiries@ponyclub.org](mailto:inquiries@ponyclub.org)) is also part of this department. She answers general questions and refers callers to other departments as appropriate.

**Information Technology** – The Systems Analyst handles matters related to the USPC Web site, computers and software within the office. For questions about the Web site, Email [webworks@ponyclub.org](mailto:webworks@ponyclub.org).

**Instruction** – The Instruction Services Director ([instruction@ponyclub.org](mailto:instruction@ponyclub.org)) assists the Vice President for Instruction in implementing policies and procedures relating to USPC Instruction programs, including ratings/tests. This department also oversees the administration involved in the National Youth Congress program. The Instruction Services Assistant ([testing@ponyclub.org](mailto:testing@ponyclub.org)) processes National Testing Applications.

**Member Services** – The Member Services staff ([memberservices@ponyclub.org](mailto:memberservices@ponyclub.org)) currently consists of the Member Services Director and two assistants. The Member Services Director ([uspc@ponyclub.org](mailto:uspc@ponyclub.org)) works closely with the Vice President of Regional Administration (VPRA) on club and regional matters and oversees record keeping as it relates to membership. The departmental assistants enter membership information into a database, assist with phone inquiries, and process dues and fees.

### CALLING THE NATIONAL OFFICE

While each member of the staff is available to assist you, there are certain protocols that should be observed before considering calling the National Office.

- ▶ Parents should contact their DC
- ▶ DCs should contact their RS
- ▶ RSs should contact Committee Chairs\*

*\*Committee Chairs may refer you to the National Office.*

If you have questions about programs, activities, or administration, please follow the protocol listed above. *(You may wish to give a copy of this section to volunteers and parents in your club so that they are aware of this procedure.)*

## Chapter 1 – USPC NATIONAL ORGANIZATION

---



**REMEMBER: The Bookstore has its own phone line, 859/422-5522. Please contact the Bookstore directly to place orders, or visit the Web site.**

So what does this mean to you? It is important that you understand the role of the National Office, the Board of Governors, and the National Committees so that when you have a question, concern or idea you contact the appropriate person.

### *Programs Administration Council*

The Programs Administration Council, or PAC, is charged with ensuring effective administration of programs. PAC is chaired by the Executive Director of USPC and is made up of staff director/volunteer partnerships. It is easier to understand how staff and National Committees work together when you understand the partnerships serving on PAC.

#### **STAFF MEMBER/VOLUNTEER PARTNERS**

Executive Director . . . . .USPC President & First Vice President  
 Instruction Services Director . . . .VP Instruction  
 Activities Services Director . . . .VP Activities  
 Member Services Director . . . .VP Regional Administration  
 Communications Director . . . . .Chair – Communications  
 Development Director . . . . .Chair – Development  
 Finance Director . . . . .Chair – Finance

PAC promotes cooperative relationships among the components of USPC and performs other work as detailed in USPC Policy 2122. Most PAC partnerships function primarily through telephone calls and Email. As a group, PAC generally meets in conjunction with Board Meetings. PAC reviews recommendations from program committees and then makes its own recommendation to the Board.