

**UNITED STATES PONY CLUBS
POLICY STATEMENT**

**SUBJECT: PROGRAMS ADMINISTRATION
COUNCIL**

EFFECTIVE DATE: 4/28/96

POLICY NO: 1300

REVISED DATE: 11/04/18

I. PHILOSOPHY

In order to foster effective and efficient administration of programs with the highest standards of excellence and safety in accordance with all policies of USPC and to promote coordination and communication by volunteer leaders and staff department heads, the Board of Governors recognizes the value of a Programs Administration Council.

II. POLICY STATEMENT

The policy of the Board of Governors is that there shall be a Programs Administration Council, under the leadership of the Executive Director, and that it shall be responsible for the oversight of all USPC programs.

III. AMPLIFYING INSTRUCTIONS AND GUIDELINES

A. Membership

1. The Programs Administration Council (PAC) shall consist of a volunteer leader and a Department Head from each of the following areas: Activities, Marketing and Communication, Regional Administration, Development, Instruction, Safety, Strategic Planning, Finance and Equine Symposium & Convention.
2. From time to time PAC may include up to three at-Large members.
3. The members named in #1 and #2 above shall be proposed by the Executive Director and the President and approved annually by the Board of Governors.
4. The PAC shall be chaired by the Executive Director.

B. Meetings

1. Two-thirds of the PAC members shall constitute a quorum for the transaction of business.
2. Sufficient meetings shall be held to accomplish the functions of the PAC. PAC members may participate in meetings either in person or by electronic means.

C. Responsibilities

1. To administer programs that have been approved by the Board of Governors with the advice and consent of the Board.
2. To serve as a sounding board for ideas and/or issues relating to existing programs and to propose ideas for new programs.
3. To make budgetary decisions and review budgets and operations of existing programs, within the parameters of the budgets approved by the Board of Governors.
4. To evaluate, through the use of objective measurements, and to report the status, progress and any substantive issues surrounding existing or proposed programs to the Board of Governors.
5. To review and approve rulebooks, rule changes, instructional materials, and publications.
6. To develop a master calendar for all National functions, and to propose dates and locations of Annual Meetings, Championships, seminars or other events to the Board of Governors for approval.
7. To provide input to the Board of Governors on policy development.
8. To promote cooperative relationships, communication and teamwork among the committees and the program components of USPC, Inc.
9. To maintain and strengthen relationships among staff and volunteers.

10. To report to the Board of Governors, administrative officers and committee chairs about PAC proceedings.
11. To act on other matters at the request of the Board of Governors.

D. Voting

1. Two-thirds of those members attending a PAC meeting are required to pass a motion.
2. By vote of at least one-third of the PAC members, any issue shall be brought to the Board of Governors for discussion and/or approval.

IV. **DELEGATION OF AUTHORITY:**

- A. The Executive Director shall have the responsibility for this policy.
- B. The President shall have oversight of this policy.

V. **ENACTMENT:**



Established:

Board President

Date: 10/29/11