

**UNITED STATES PONY CLUBS  
POLICY STATEMENT**

**SUBJECT: NATIONAL OFFICE ADMINISTRATION**

**EFFECTIVE DATE: 10/29/16**

**POLICY NO: 1900**

**REVISED:**

**I. PHILOSOPHY:**

In order to provide for effective and efficient use of National Office staff and resources, the Board of Governors authorizes the Executive Director to establish office procedures.

**II. POLICY STATEMENT:**

The policy of the Board of Governors is the National Office administration will meet the legal and regulatory standards of the state in which USPC is incorporated and headquartered, those will practice "best practices" for the effective and efficient management of staff and resources, and meets the intent of the USPC Core Values and Mission.

**III. AMPLIFYING INSTRUCTIONS AND GUIDELINES:**

A. The current procedures for the National Office can be found with the Executive Director, USPC.

**IV. DELEGATION OF AUTHORITY:**

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

**V. ENACTMENT:**

Established: 

Date: 10/29/16

**VI. ATTACHMENTS:**

- A. USPC Staff Conflict of Interest/Outside Employment