

**Attachment A to Policy# 3010**

**Duties and Responsibilities of the Center Administrator**

1. The Center Administrator (CA) is the Chief Administrator and Instructional Coordinator of the Riding Center Program activities.
2. The CA is an appointee of the Facility Operator or may be the Facility Operator.
3. The CA is required to be a Corporate Member of the USPC, Inc.
4. The CA, with the concurrence and support of the Facility Operator, has oversight and responsibility for the Riding Center Program's activities.
5. The CA is accountable to the Regional Supervisor (RS) and reports to the Vice President of Regional Administration (VPRA) through the RS.
6. The CA is the liaison between the Center and the USPC, the Region, neighboring Center(s) and Registered Clubs.
7. In order to ensure the success of the Center, the CA seeks and relies on advice and support from Pony Club resources in the region.
8. The CA must be familiar with the USPC By-Laws and By-Laws of Regions and National and Regional Policies and the terms of the signed contractual agreement with USPC.
  - a. The CA implements the policies and procedures of the USPC Board of Governors and of the Region that pertains to the Riding Center Program.
9. The CA provides communication and information to the members of the Center.
10. The CA clarifies the Riding Center Program's expectations for the members and encourages them to set appropriate goals for themselves.
11. The CA is a role model, mentor and friend to all members of the Center.