

**ATTACHMENT E TO POLICY 8001
RIDING CENTER PROGRAM COMMITTEE**

In order to effectively accomplish the mission of The United States Pony Clubs, Inc., and to provide greater organizational representation, the Board of Governors realizes that a Riding Center Program Committee is necessary.

A. Committee Membership. In addition to the membership requirements of Policy 8001, Regional Administration Council Committees, the Riding Center Program Committee may have a member or representative from another committee(s) as directed or assigned by the Vice-President of Regional Administration (VPRA).

B. Responsibilities and Tasks.

1. Provides continued development and oversight of the Riding Center Program, identifying opportunities for growth.
2. Identify best practices for Riding Center Program administration as a resource for Center Administrators.
3. Works with Marketing/Communications Department to promote the Riding Centers Program internally and externally.
4. Works with national office staff and VPRA to answer questions regarding Riding Center Program and its administration.
5. Reviews and reports Program information gathered from a variety of data sources.
6. As necessary, surveys Program administrators, participants and supervisors.
7. Complete other projects as identified or assigned by the Vice-President of Regional Administration.

C. Reporting and Representation.

1. The Riding Center Program Committee reports to the Vice-President of Regional Administration. A written report is expected at least three times per year, usually prior to the submission of the Vice-President's report to the Board of Governors, in a format as decided by the Vice-President. The Vice-President may also require additional reports, written or oral.
2. The Riding Center Program Committee must provide representation to the following: Membership Committee and any other committee(s) as directed or assigned by the VPRA.