

**UNITED STATES PONY CLUBS
POLICY STATEMENT**

**SUBJECT: EQUINE SYMPOSIUM AND
CONVENTION COMMITTEE**

EFFECTIVE DATE: 10/28/17

POLICY NO: 1400

I. PHILOSOPHY

In order to foster effective and efficient administration of the Equine Symposium and Convention with the highest standards of excellence and to promote coordination and communication by volunteer leaders and staff, the Board of Governors recognizes the value of an Equine Symposium and Convention Committee.

II. POLICY STATEMENT

The policy of the Board of Governors is that there shall be an Equine Symposium and Convention Committee, under the leadership of the First Vice-President, or appointed by the President, and that it shall be responsible for the planning and oversight of the Equine Symposium and Convention.

III. AMPLIFYING INSTRUCTIONS AND GUIDELINES

A. Membership

1. The Equine Symposium and Convention Committee shall consist of volunteer organizers representing the immediate past, current and future Equine Symposium and Convention and a Department Head from each of the following areas: Activities, Marketing and Communications, Regional Administration, and Finance.
2. The committee 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 Committee shall be chaired by the First Vice-President or as appointed by the President.

B. Responsibilities

1. To provide a consistency in the organizational, and promotional aspects of the Equine Symposium and Convention.
2. To provide guidance in the organization and structure of the Equine Symposium and Convention.
3. To serve as a sounding board for ideas and/or changes to the Equine Symposium and Convention.
4. To promote cooperative relationships, communication and teamwork among the committees and the program components of USPC, Inc.
5. To maintain and strengthen relationships among staff and volunteers.
6. To act on other matters at the request of the Board of Governors.

IV. **DELEGATION OF AUTHORITY:**

The President has oversight of this Policy

V. **ENACTMENT:**

Established: 

Date: 10/28/17