



NORTH EASTERN HORSE & PONY CLUB NEHPC COMMITTEE – TERMS OF REFERENCE

These terms of reference must be read in conjunction with the club constitution. The Club Purpose & Rules (Constitution) overrides any direction that contravenes those documented within these terms of reference.

REPORTS TO:

- Members and Members parents
- Zone, State & National Governing Bodies

PURPOSE

The Committee of North Eastern Horse and Pony Club is the governing body of the club formally constituted under the Associations Incorporation Reform Act. The Club Constitution is the principal governing document. These terms of reference set out the Committee's higher responsibilities and operations.

- The Committee ensures that the club fulfils its responsibilities as detailed in its Vision, Mission and Values Statement in addition to ensuring that the club continues to meet its obligations and responsibilities to its members.
- The Committee may delegate any of its powers, other than those required by law, to a sub-committee or persons to assist with fulfilling its role.

ROLE & POWER

The business of the club must be managed by or under the direction of a committee. The Committee may exercise all the powers of the Club except those powers that these Rules or the Act require to be exercised by general meetings of the members of the Club.

The Committee must:

- set objectives, define policy, and develop strategic direction.
- maintain good governance and introduce ethical standards into its activities.
- ensure the Committees provide satisfactory leadership, planning, Club control and succession planning.
- monitor the performance of each Sub-Committee.
- monitor the performance of the Club against the agreed goals.
- ensure current plans and actions provide for the Club's continuity.
- manage communication with members and other stakeholders including government, sponsors, etc.
- manage risks.
- emphasise and concentrate on long-term goals.
- undertake a regular review of the Club's finances.
- Any addition to any duties imposed by these Rules, a committee member must perform any other duties imposed from time to time by resolution at a general meeting.
- Appoint and remove staff.
- Establish committees and subcommittees consisting of members with terms of reference it considers appropriate.

STRATEGIC RESPONSIBILITIES

- The committee is responsible for the creation of a Business Plan which is to be presented to Parks Victoria as part of the renewal of the clubs lease in 2028.



COMMITTEE STRUCTURE AND APPOINTMENT

The Committee is structured as directed by the club constitution.

ELECTION OF THE COMMITTEE

The Committee is formed as directed by the club constitution.

CHAIR/CLUB PRESIDENT

The main role of the Chair is leadership, ensuring effectiveness in all aspects of the governance role. The chair manages meetings, ensures that the Committee is balanced, and Committee discussion is open, and includes all directors. It is also the chair's responsibility to ensure that relevant issues are included in the agenda and that all directors receive timely information for meetings. In summary, the chair should:

- Understand legal and procedural requirements for meetings.
- Determine the meeting is properly convened and constituted.
- Understand the business and objects of the meeting.
- Preserve order in the conduct of those present.
- Confine discussions within the scope of the meeting and timelines
- Decide whether proposed motions and amendments are in order.
- Decide points of order and other incidental matters
- Handle all matters in an impartial manner.
- Adjourn the meeting where justified.

If the Chair is not in attendance the Vice President or Club Secretary will assume the role of the Chair to manage the meeting or in the absence of all positions an individual elected by the Committee members present at the meeting.

OPERATION OF THE COMMITTEE

MEETING FREQUENCY

The Committee must meet at least 11 times in each year at the dates, times and places determined by the Committee.

- The date, time and place of the first Committee meeting must be determined by the members of the Committee as soon as practicable after the annual general meeting of the Club at which the members of the Committee were elected.

MEETINGS CALLED

- Meetings are called as directed by the club constitution.
- Special Committee meetings may be convened as directed by the club constitution.

NOTICE OF MEETINGS

- Notice of committee meetings must be made in accordance with the club constitution.

MEETING RECORDINGS

- The Club Secretary is responsible for taking minutes of the meeting or in the absence of the Club Secretary an individual deemed the secretary at the beginning of the meeting.

MEETING ATTENDANCE

- All those elected to the Committee or invited by the Committee may attend a meeting.
- Meeting attendance or non-attendance must be recorded in the minutes.
- Apologies for non-attendance should be made in writing to the Club Secretary.



QUORUM

- The quorum shall be in accordance with the Club Constitution.
- A meeting must not be convened unless a quorum is present.
- No business can be conducted by the committee unless a quorum is present.

VOTING

- Voting at Club Committee meetings shall be in accordance with the Club Constitution.

RESIGNATION OR DISMISSAL

- Resignation or dismissal from the committee shall be in accordance with the Club Constitution.

FILLING COMMITTEE VACANCIES

- Filling casual vacancies of the committee shall be in accordance with the Club Constitution.

CODE OF CONDUCT

A Committee Director shall:

- Keep their comments to matters before the Committee.
- Attend meetings and be punctual.
- Undertake review of documents prior to meetings, within timeframes requested.
- Act in the best interests of the Club, and not bring the Club into disrepute.
- Exercise appropriate care and diligence.
- Not make false statements or falsify records.
- Act appropriately to not gain advantage for themselves or others.
- Not make offensive statements or comments or behave improperly.
- Shall cease speaking when called to order by the Chairperson.
- Declare any potential conflicts of interest and stand aside from discussions and voting on such matters deemed to be a conflict of interest.
- Keep all matters in confidence and not disclose any matters of sensitive business to the general public, members of staff or other associates of the Club.
- Be prepared to undertake training that is required or recommended.

REPORTING

The Committee should report:

- After each meeting a committee report to the stakeholders. (This ideally is not the minutes of the meeting).
- Annually at the Annual General Meeting of the club.
- As required or deemed necessary by the Committee or stakeholders.

REVIEW AND ASSESSMENT OF THE COMMITTEE:

The Committee must undertake an annual review of its performance against the strategic plan.

ESSENTIAL SKILLS & REQUIREMENTS

The combined skills of the Committee should ensure the club has a strong understanding of:

- The programs and strategic directions of Pony Club from National to Zone level.
- The long term needs of the Club.
- The recruitment and development pathways for riders, coaches and volunteers.
- Strong understanding of the resources available to support the club and its activities.