**[Club Name]**

position description – council liaison

Pony Club is committed to protecting Children from harm. We require all applicants that will work with Children to undergo an extensive screening process prior to appointment.

# REPORTS TO

* Club Committee

# PURPOSE

*(Note: This is likely to be a role that is not necessarily a committee member, reporting to the club committee should be clearly defined and outcomes ideally based off a strategic plan.)*

Local Councils can provide access to volunteers and participants through their network and contacts, they can assist in the planning and delivery of events, they have strong communication platforms which can be used to pass your clubs message to the community.

Local Councils also make available a variety of grants to clubs each year as well as being able to access large state and federal government grants on behalf of your club.

# Role REsponsibilties

## Prior to the start of the season

* Make application to the Council for access to any council owned facilities the club wishes to use during the year for training, competitions, and social activities.
* Collect and distribute the keys to the sporting facilities, ensuring the club keeps a register of who has which keys.
* Undertake a safety review of all council facilities at the beginning of each year or as required.
* Personally introduce yourself and the club to key Council staff, including Sport and Recreation staff, Council CEO, Councilors and the Mayor.
* Ensure the club has all required council permits, e.g. food handling
* Attend all Council forums and meetings as will be required from time to time.
* Identify Council events throughout the year which the club may participate in to promote itself and support council initiatives. (e.g. NAIDOC week, Australia Day Parades, ANZAC Day marches or other community events where the club can have a positive presence)

## During the season

* Be the primary point of contact between Council and the club.
* Ensure all messages and information received from the Council are distributed to the appropriate people within the club.
* Communicate and co-ordinate the resolution of any facility maintenance issues with Council.
* Review grants made available by Council and communicate and support applications of those relevant to the club.
* Liaise with Council in the planning and the delivery of major club events and activities.
* Participate where possible in Council held community events.

## Post season

* Ensure all facilities are cleaned and vacated by the date required by Council to be vacated by the club.
* Collect all keys and return to Council.

## OTHER DUTIES

* Report activities to the membership at the Annual General Meeting.
* Assist other committee members in their duties as required.

# End of year hand over

## Updating key documents

At the end of each year a key activity of this role will be to review and revise this position description to ensure it continues to reflect the requirements of the role. The updated position description must be provided to the club secretary one month prior to the Annual General Meeting each year.

## Induction of the incoming position holder

An important responsibility of the outgoing position holder is to train, mentor and support the incoming position holder.

# CODE OF CONDUCT

I agree to be bound by the Pony Club Australia Code of Conduct, all National Integrity Framework policies and other rules, regulations and policies of the organisation.

**conflict of interest**

If at any stage you become aware of a personal conflict of interest, real or perceived, they should immediately notify the Club Committee, where it will be noted and managed as required for transparent management.

# EDUCATION & SKILLS

**ESSENTIAL:**

* Hold a current membership with Pony Club.
* Must have a working with children check registered on the Association database and registered with the organisation as required.
* Must have completed and registered on the Association database the following courses:
  + Safeguarding Children and Young People in Sport Induction
  + National Integrity Framework
  + Anti-Doping Fundamentals
  + Annual Update

**DESIRED:**

* Outgoing, approachable, organised and strong communicator.
* Comfortable building relationships with people.

# TIME COMMITMENT

The estimated time commitment required for this position is XX hours per week.

# Terms of Engagement

One year – position up for re-appointment at club Annual General Meeting.  Tenure is unlimited.

*(Note: Good governance would suggest a longer term such as 2 years and limited tenure to promote succession planning.)*

# Remuneration

This position is undertaken on a voluntary basis.

# Agreement

I, ………………………………………………………………………….., herby agree to accept and undertake the position as outlined above and abide by all Club policies and procedures.

Signed: Date:

Signed: (Chair) Date: