**[Club Name]**

position description – member protection information officer

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

A Member Protection Information Officer (***MPIO***) is the first point of contact for persons with member protection or child protection enquiries or complaints. MPIOs provide information to participants about the options available to them. MPIOs can also provide information to clubs about member protection and related issues and policies. MPIO’s are impartial and do not manage or investigate complaints, they help people understand the policies of the organisation and the opportunities they have to raise their concerns in informal or formal ways.

# Role REsponsibilties

* Work to promote the safety and welfare of club members by keeping the committee updated on policy and safeguarding matters.
* Act as an impartial body, offering a sounding board to bounce ideas off, listen to complaints and concerns from members.
* Understand club policies and procedures in relation to complaints and Member Protection.
* Assist with annual risk assessment for welfare and safeguarding matters.
* Knowledge of all policies of the organisation.
* Refer complaints and grievances to other bodies in conjunction with the complaints and grievance flow chart.

## 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.
* Significant knowledge of the organisations policies and complaint management procedures.
* Must have completed and registered on the Association database the following courses:
	+ Member Protection Information Officer (online and face to face courses)
	+ Safeguarding Children and Young People in Sport Induction
	+ National Integrity Framework
	+ Anti-Doping Fundamentals
	+ Annual Update

## DESIRED:

* Good understanding of the National Integrity Framework.
* Calm and approachable personality with an ability to put people at ease.
* Conflict resolution and mediation skills.
* Ability to provide support but not take over.
* Good ability to listen and take notes.
* Strong commitment to confidentiality.
* Good communication and listening skills.
* Able to complete tasks independently and as a team.

# TIME COMMITMENT

The estimated time commitment required as the Treasurer is XX hours per week.

# Terms of Engagement (check your club consitution!)

One year – position up for re-election 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, a change like this would require a change to the club constitution.)*

# 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: