

# Director Role Statement– Pony Club Australia Ltd

## Background

Pony Club Australia Ltd (PCA) is the national sporting organisation providing leadership, management and administration to Pony Club® and all associated Pony Club® activity. Strongly aligned within the equestrian community, PCA is the largest equestrian sports organisation in Australia servicing both its young learner riders to its high-performance individuals and teams.

As well as assisting members to enjoy participation in equestrian activity at the level of their choice, PCA also supports volunteers, officials and coaches to achieve their goals within the sport, both nationally and internationally. All riders who have represented Australia at the Olympics and International competitions have had their beginnings in Pony Club®.

## The PCA Board

Pony Club Australia Ltd is a Company Limited by Guarantee with a skills-based board. The PCA Board consists of 8 independent directors – 5 elected by Members and 3 appointed on the basis of specific skills.

PCA directors play a critical part in PCA achieving its outcomes. Directors volunteer their time to bring a wide range of skills to the oversight, management, fundraising and operations of PCA.

Directors are required to complete an annual declaration of interests and to verify their agreement with the Board Charter. A copy can be provided to candidates upon request.

## Time commitment

Directors are expected to participate in all scheduled meetings. At least 6 meetings are held per year in person or by on-line teleconference. Interstate travel is required for face-to-face board meetings and major events.

In addition to the board, directors are expected to participate in board subcommittees and national working groups.

## Remuneration

The position is not paid. Directors are reimbursed for travel and other expenses directly incurred in fulfilling their role. Receipts must be provided to substantiate expenses.

## Director's Duties

The Corporations Act 2001 specifies four main duties for directors:

- Care and diligence - to act with the degree of care and diligence that a reasonable person might be expected to show in the role.
- Good faith - to act in good faith in the best interests of the organisation and for a proper purpose, including avoiding conflicts of interest, and to reveal and manage conflicts if they arise.
- Proper use of position - to not improperly use their position to gain an advantage for themselves or someone else or to the detriment to the organisation;
- Proper use of information - to not improperly use the information they gain in the course of their director duties to gain an advantage for themselves or someone else or to the detriment of the organisation.

## Competencies Sought for PCA Board

All Directors are expected to have good financial literacy and communication skills. The following personal competencies are important:

- Integrity – fulfilling Director's roles and responsibilities, acting ethically, being prepared to undertake integrity training and safeguarding screening and acting in the best interests of Pony Club Australia.
- Collaborative, curious and courageous – a director must be an effective team member but must also have the curiosity to ask questions and the courage to persist in robust discussions with management and fellow Directors when necessary.
- Business judgement and instinct – a Director needs to demonstrate good business instinct and can assimilate and synthesise information.

## PCA Nominations Committee 2025

Pony Club Australia is a National Sporting Organisation (NSO) and complies with the Sports Governance Principles published by the Australian Sports Commission. The current edition was released in March 2020. <https://www.sportaus.gov.au/governance>

Principle 4 recommends:

*A nominations process, which may be led by a nominations committee, should be used to independently assess and review the skill and capability of the board and identify the right directors for any vacancies.*

The PCA board appointed Shannon Durrant as the independent Chair of the Nominations Committee to oversee the process. Shannon has qualifications and experience in governance, and is familiar with PCA having been a previous director (2015 – 2019). Other members of the Nominations Committee include directors that are not standing for election or appointment in 2025.

**The required collective skill mix of the PCA Board includes expertise in;**

- Corporate governance
- Financial and business management
- Law
- Education
- Equestrian sport
- Marketing, public relations and fundraising
- Human and/or equine health and welfare

The Nominations Committee has reviewed the current directors against the board skills matrix and identified that for 2025, directors are sought with the following skills:

**Corporate Governance**- Competence and track record in the Director's role, as well as knowledge of ethical, fiduciary and financial responsibilities of the board.

**Financial and business management** - Ability to review and analyse financial statements, develop and scrutinise budgets, identification and tracking of KPIs, risk management. Experience in assessment and interpretation of external, internal and emerging factors that may impact an organisation.

**Law** – Knowledge of legal and reporting requirements of the company and directors under Corporations Law. Understanding of dispute resolution frameworks, contracts, and intellectual property.

The Nominations Committee will review nominations for election against the PCA board skills matrix and make a statement on their skills and expertise. This statement will be released to Member States along with nominee's profiles 21 days prior to the AGM.