

## PCAV Member Protection Information Officer

### Position Description

#### Position Details

---

<b>Position Title:</b>	Member Protection Information Officer (MPIO)
<b>Position Status:</b>	Volunteer (Appointed)
<b>Position Selection:</b>	By Application
<b>Position Term:</b>	Two years, may be ongoing
<b>Position Location:</b>	Off Site
<b>Reimbursement:</b>	Quarterly amount of \$250.00 if required
<b>Position review date:</b>	Annually or as required.

#### Our Vision

---

To be the leading youth organisation promoting through the love of horses, the highest standards of horsemastership, riding skills and personal development.

#### About Pony Club

---

Over 200 Pony Clubs around Victoria are represented by the Pony Club Association of Victoria Inc. (PCAV). Clubs are divided into one of ten regional Zones. All Clubs and Zones are autonomous, self governing and self supporting. Riding members of Pony Club Victoria are 25 years or younger and of any riding ability. Membership of a Pony Club Victoria Club includes personal accident and public liability cover.

Clubs are the foundation of PCAV. Our members enjoy the benefits of being part of a Club where new and old friends share their passion for riding and horses. Our Clubs depend upon the enthusiasm and dedication of adult supporters who administrate and instruct making Pony Club a real family affair! Many lifetime friendships are fostered in this social environment.

Learning is a major focus of the PCAV and is not simply limited to riding skills. Promoting the highest ideals of sportsmanship, citizenship and loyalty as well as instilling in members the proper care of their animals are major aims of instruction at Pony Club. Our organisation prides itself on producing not simply good riders but knowledgeable horse people. Efficiency certificates are awarded to riders to acknowledge increasing levels of horsemastership.

Ultimately Pony Club strives to encourage young people to ride and enjoy all manner of approved sports connected with horses and riding, introducing members to a broad range of activities from conventional disciplines of competition to more recreational types of horse activities; the endeavour is to be your best. Members may also be nominated for Service Awards which acknowledge contributions to the Pony Club movement.

Best of all Pony Club offers something for all members, a friendly Club environment, instruction in horsemastership to launch a possible career in the equine industry and sound riding skills for enjoyment of riding pursuits or preparation for competition at the highest levels of the sport.

[www.ponyclubvic.org.au](http://www.ponyclubvic.org.au)

## Position Summary

---

### **Aims**

The PCAV Member Protection Information Officer (MPIO) is the point of call for enquiries, concerns or complaints about harassment or abuse which cannot be resolved by personnel at Club or Zone Level.

The MPIO provides information and support to persons with concerns or complaints in line with the PCAV Code of Conduct and associated procedures.

### **Accountability**

Provide documentation and reports of Grievances addressed using the Pony Club Australia MPIO Grievance Policy reporting templates found at [www.ponyclubaustralia.com.au/](http://www.ponyclubaustralia.com.au/)

## Organisational Relationships

---

<b>Reports to:</b>	PCAV Executive Officer
<b>Direct reports:</b>	Nil
<b>Internal Liaisons:</b>	PCAV Executive Officer, State Council
<b>External Liaisons:</b>	Club Members, Club and Zone Officials

## Qualifications & Skills (Selection Criteria)

---

### *Desirable*

- Drivers Licence
- Completion of accredited MPIO course
- Conflict resolution skills
- Knowledge of Pony Club
- Good understanding of governing Constitution/By-Laws/Policies and Procedures

### *Required*

- Current Working with Children Check or Industry Equivalent
- Completion of the free online training at [www.playbytherules.net.au](http://www.playbytherules.net.au)
- Conflict resolution skills
- Good interpersonal and communication skills
- Internet access and active email address
- Flexible time frame

## Areas of responsibility

---

- Listen to complaints and concerns from members and visitors.
- Provide support to members.
- Provide information and options for member behaviour.



- Keep up to date with information on harassment, discrimination and other forms of inappropriate behaviour.
- Understand and follow PCAV Policies in relation to Member Protection
- Be accessible and approachable to all members
- Understand the PCAV Code of Conduct
- Mediate complaints at a formal and informal level following the options outlined in the PCAV Code of Conduct
- Maintain confidentiality
- Support and provide information to State Council as required

### Insurance Cover

---

- Insurance cover is provided under the Pony Club Association of Victoria Inc. Insurance Policy and is available on request from PCAV.

### Time Commitment

---

- Will depend on the level and nature of complaints and concerns received.

### Expenses/Entitlements

---

Reimbursements: a quarterly amount of \$250.00 is offered for out of pocket expenses

Travel and accommodation will be reimbursed if required with prior approval and agreement by Executive Officer and PCAV Treasurer.

### Codes of Conduct

---

- PCAV MPIO must comply with the PCAV Codes of Conduct which can be found on the web site [www.ponyclubvic.org.au](http://www.ponyclubvic.org.au) go to Resources/Codes of Conduct

### Position Acceptance

---

I have read and understood the conditions of this position, including the Codes of Conduct and accept the position as described.

Signed:..... Date: .....

Print name: .....

### Position Approval

---

*Approved by: PCAV State Council*

Signed:..... Date...

Print name: .....