

UNITED STATES PONY CLUBS, INC.

Resolution #11:

Effective Date: 01/28/2022

SUBJECT: INSTRUCTION COUNCIL AND COMMITTEES

I. INSTRUCTION COUNCIL

A. MEMBERSHIP

1. Under the direction of the Vice President of Instruction (VPI), the Instruction Council shall consist of the Chairpersons of all the Instruction Committees, a representative from the Activities Council, and no more than three (3) At-large members.
2. The Activities Council representative shall be nominated by the Vice President of Activities and the At-large members by the VPI. These nominees shall be ratified by the Board of Governors. At-large members shall be selected for their broad-based knowledge of USPC and for their expertise in the area of instruction. At-large members and Activities Council representative shall be appointed annually and shall not serve more than three consecutive years, except in unusual circumstances.
3. The President of USPC, Inc., the Executive Director, and the VPI shall be ex-officio members of the Instruction Council and its Committees.

B. MEMBERSHIP REQUIREMENTS

1. Instruction Council Members must be in compliance with Policy 0900, **Member and Volunteer Safety and Protection**, including the satisfactory completion of a USPC background check and required training, and Policy 0710, **Conflict of Interest and Code of Ethics**.
2. Instruction Council Members must be Corporate or Life Members of USPC, Inc.

C. DUTIES AND RESPONSIBILITIES

1. The Instruction Council supports and coordinates the actions of the Instruction Committees.
2. The Instruction Council assists in the review of the Pony Club Standards of Proficiency and updates as necessary.
3. The Instruction Council members act as advisors to the Instruction Services Director and VPI in the implementation of the instructional programming.
4. The Instruction Services Director, in consultation with the Instruction Council, shall determine the structure and content of the Festival Education Program.
5. The Instruction Council members act as advisors to the Activities Council for the periodic review and revision of competition material for Quiz Championships.

II. INSTRUCTION COUNCIL COMMITTEES

A. **MEMBERSHIP:** Each Committee member is to be committed to the improvement of USPC, Inc. in an expert or contributory way.

1. **Appointments:** Committee Chairs are nominated by the VPI and members can be nominated by the VPI and Chairs. Chairs are confirmed by the Board of Governors no later than the first meeting of the Board of Governors following the Meeting of the Corporation at the Annual Convention. Committee members are approved by the VPI.
2. **Committee Chairperson/Membership Terms: Committee** Terms are three (3) consecutive years, and after the three-year term expires, the committee chair/member may be reappointed annually with the approval of the VPI and ratified by the Board. However, no chair/member may serve more than six (6)-consecutive years.
3. **Committee Number:** Committee membership shall consist of at least five (5) and no more than twelve (12). An NYB member shall be invited to join each committee.
4. **Requirements:** Each Committee member must be a Corporate or Life Member of USPC, Inc., comply with Policy 0710, **Conflict of Interest and Code of Ethics**, and sign the Committee Member Agreement. Committee Chairs must also comply with Policy 0900, **Member and Volunteer Safety and Protection**, including satisfactory completion of a USPC Background Check and required training.

5. Specific Membership of each Committee

	COMMITTEE	MEMBERSHIP
1	D-1 - C-2 Curricula Committee	Made up of members who are knowledgeable of the local level Standards of Proficiency and are capable of creating educational materials to support the Standards.
2	National Testing Curricula Committee (NTCC)	Made up of members who are knowledgeable of the national level Standards of Proficiency and have ideas of how to and are capable of creating educational materials to support the Standards.
3	Horse Management (HM Committee)	Made up of members who teach horse management both at the local level and upper levels. Chiefs, Provisional Chiefs, and Horse Management Organizers shall make up at least half of the committee.
4	Examiners Committee (EC Committee)	Made up of local, regional, and national examiners, RICs and others in leadership roles. National Examiners shall make up at least half of the committee.

5	National Youth Congress Committee (NYC)	Made up of members who enjoy working with older youth, and developing and presenting a leadership program during the USPC yearly Convention.
6	Regional Instruction Coordinator Committee (RIC Committee)	Made up of individuals with working knowledge of the Standards of Proficiency, experience in testing, and strong teaching skills desired. Representation from both clubs and centers is helpful.
7	USPC Standards and Testing D-A Committee	Made up of those holding a variety of leadership roles both with the D and C level Standards of Proficiency, plus those who have a strong knowledge of the national level Standards. Those who are involved in instruction and with certifications at all levels and disciplines are needed.
8	Visiting Instruction Committee (VI Committee)	Made up of those who have a passion for providing opportunities for current members (age 18 and older who hold a national certification) to gain experience by teaching and sharing their knowledge with clubs and centers throughout the country.

- B. **REPORTING:** The Chair of each Instruction Committee will provide a written report to the VPI at least three (3) times per year. The VPI may also require additional written or oral reports.
- C. **DUTIES AND RESPONSIBILITIES:** All Committees work in collaboration with and act on matters at the request of the VPI and collaborate with other committees as directed or warranted.

1. D—C-2 Curricula

- In conjunction with the Instruction Department will help create and revise educational material to support the Standards of Proficiency, D through C-2 levels

2. National Testing Curricula

- In conjunction with the Instruction Department will help create and revise educational material to support the Standards of Proficiency, H-B through A levels

3. Horse Management Committee

- Recruits and approves Provisional Chief Horse Management Judges and provides mentorship
- Works with the HMO and CHMJ to help provide HM education at the local level
- In conjunction with the Instruction Departments supports the .revision of the HM Handbook and companion documents
- Assists the Instruction Department to maintain the roster of current CHMJs and Provisionals
- Acts as resources for CHMJs at rallies
- In conjunction with the Instruction Department organizes yearly training at the USPC Convention for the CHMJs and HMOs and/or online as needed throughout the year

4. Examiners Committee

- Recruits and approves National Examiner apprentices and provides mentorship for apprentices
- Supports the National Office to maintain the roster of current National Examiners and apprentices
- In conjunction with the National Office assists in assigning a panel of National Examiners to national level tests
- Acts as resources for examiners in the field
- Assists the Regional Instruction Committee with providing resources and training for local level examiners
- In conjunction with the Instruction Department organizes yearly training at the USPC Convention for a face-to-face consortium and/ or online as needed throughout the year

5. National Youth Congress

- Sets all standards and procedures for selection of youth delegates and alumni honorees
- Solicits nationally for nominations of outstanding alumni for induction into the Academy
- Selects alumni honorees
- Works with the Instruction Department to deliver the program during the USPC Convention

6. Regional Instruction Committee

- Coordinates with the RICs and Regional Supervisors to assist in carrying out instructional policies
- Acts as a resource for the RICs, providing guidance and support for the development of local and regional instruction programs
- Works with the Examiners Committee to help deliver training and provide resources for local level examiners

7. USPC Standards and Testing Committee D-A

- In conjunction with the Instruction Department, this committee will help review and revise the Standards of Proficiency, test sheets, and testing requirements across the USPC educational continuum D-A
- In conjunction with the Instruction Department will help to prepare guidelines for testing at both the local and national levels

8. Visiting Instruction

- Coordinates the Visiting Instructor requests with a suitable Visiting Instructor applicant
- In conjunction with the Instruction Department will oversee and administer the Visiting Instruction Program