

# PONY CLUB ASSOCIATION of QUEENSLAND INC

## 2010 CLUB OFFICE BEARERS RETURN

2010 Club Secretary to complete in full and return to

PCAQ, PO Box 2378, Fortitude Valley BC, 4006

(a) within 7 days of the Club AGM, and

(b) within 7 days of any interim change of Office bearers (resubmit in full)

for assistance

Phone (07) 3216 1255 Fax (07) 3216 0255 Email admin@pcaq.asn.au

**CLUB** \_\_\_\_\_ **ZONE:** \_\_\_\_\_

### ***PRESIDENT – (Cannot also hold the position of Treasurer)***

NAME: .....

ADDRESS: .....

..... Post code: .....

Telephone: ( ) ..... 9am-5pm ( ) ..... After hours

( ) ..... Fax ..... Mobile

..... Email

### ***TREASURER – (Cannot also hold the position of President)***

NAME: .....

ADDRESS: .....

..... Post code: .....

Telephone: ( ) ..... 9am-5pm ( ) ..... After hours

( ) ..... Fax ..... Mobile

..... Email

### ***SECRETARY***

NAME: .....

ADDRESS: .....

for club mail

..... Post code: .....

Telephone: ( ) ..... 9am-5pm ( ) ..... After hours

( ) ..... Fax ..... Mobile

..... Email

## **Club Chief Instructor**

NAME: .....

ADDRESS: .....  
..... Post code: .....

Telephone: ( ) ..... 9am-5pm ( ) ..... After hours  
( ) ..... Fax ..... Mobile  
..... Email

## **Club Horse Welfare Officer**

NAME: .....

ADDRESS: .....  
..... Post code: .....

Telephone: ( ) ..... 9am-5pm ( ) ..... After hours  
( ) ..... Fax ..... Mobile  
..... Email

## **Club Sun Safety Officer**

NAME: .....

ADDRESS: .....  
..... Post code: .....

Telephone: ( ) ..... 9am-5pm ( ) ..... After hours  
( ) ..... Fax ..... Mobile  
..... Email

## **Secretary's Certificate:**

The information on this return accurately reflects the outcomes of the AGM and a Representative of the Club Instructor Panel is a member of the Club Management Committee

Date of Club Annual General Meeting: .....

Date set down to review Club Risk Management Policy: .....

Date set down to review Club Member Protection Policy: .....

Signed ..... Date: .....  
(Club Secretary)

### **NOTES FOR COMPLETION OF THIS FORM:**

- 1. Please attach a copy of the Minutes of the AGM to this report and**
- 2. Return the originally signed form to PCAQ, not an emailed or scanned copy.**