



# AMERICAN CONNEMARA PONY SOCIETY

Document Number: INSP PO2

Document Name: Inspections Operations Subcommittee

## I. Operations Sub-Committee Purpose

The Inspection Operations Sub-Committee shall provide assistance to the Inspection Committee Chair in organizing and maintaining Inspection sites. Duties are described below.

## II. Length of Service

Operations Chair will serve a minimum of 2 consecutive years to maintain continuity to the Inspection Program. Following transfer of job, the retiring Chair will serve in an advisory position.

## III. Committee Members

The Operations Sub-Committee may be composed of any interested Inspection Committee member. Site Coordinator, ACPS Secretary (or representative there of) and Chair will be standing positions.

## IV. Duties of the Operations Chair

- Open communication with Inspection Committee and Inspection Committee Chair.
- Work with Inspection Committee Chair to assess the needs of the ACPS Membership and Determine Inspection sites;
- Work with Regional Chairs, gathering feedback regarding potential Inspection sites;
- Contact ACTIVE Inspectors with proposed Inspection dates and sites to determine availability;
- Arrange lodging and transport of Inspectors during Inspection Tour, if necessary
- Work with Site Managers to assess the suitability of sites;
- Provide timely publication of Inspection Schedule in the ACPS Magazine and on the Website, if asked to do so by the Inspection Committee Chair;
- Distribute, receive and tabulate Inspection Surveys (either on site, via US Mail or via email;
- Provide, with the assistance of the ACPS Secretary, the necessary Inspection Documents, including the Inspection Report Form, Inspection Nomination Form and Pony Identity Papers.

## V. Associate Positions within the Operations Subcommittee

### 1) ACPS Secretarial Duties pertaining to Inspections

- ACPS Secretary or appointed representative must attend the ACPS Annual Inspections.
- The Secretary will be responsible for organization of Inspection paperwork including; the receipt of Inspection Nomination Forms, scribing during the Inspection Process, verifying registration on nominated ponies, providing seals for Approved Ponies and other duties as deemed necessary to the Inspection Process.

### 2) Site Coordinator Duties

A Site Coordinator may be appointed by the Inspection Committee Chair. Duties may include: providing support and information for the Site Managers, including a list of Basic site requirements (restrooms, shelter from inclement weather, Inspection worksite) Clear communication with the Site Manager(s) must be maintained to keep them advised of any changes pertaining to the site requirements such as number of ponies to be expected, site requirements regarding off premises ponies, and/or numbers of individuals involved.

### 3) Inspection Committee Liaison

If an Inspector is available and the need arises, then said Inspector may serve as a liaison between any additional interested parties and the Inspection process. The Inspector serving as a liaison should restrict comments to those pertaining to the Inspection process itself.

## Revision History

Date	Changes	Author
2/2010	Updated	Kathy Sparks
1999	Prepared by Operations Chair	Kathy Sparks
10/08	Revised Format	Chris Knox