

## Branch Responsibility/Reporting (ABS Region)

<b>Branch Financials</b> -October 1 <sup>st</sup> of previous year to September 30 <sup>th</sup> of current year	Original or email to Regional Treasurer -Due no later than November 15, of current year
<b>Branch Charter Renewal</b> Must include the following Branch positions: -Branch Safety Officer, Test Rep and Youth Rep; and -Must be accompanied by the below four items (*) to be accepted -Due by December 15 <sup>th</sup> of current year	One original and one hard copy to Membership Chair
<b>(*)Branch Annual AGM Meeting Minutes</b> -Annual Branch Budget – if applicable	One hard copy with Branch Charter Renewal
<b>(*)Branch Regular Meeting Minutes</b>	One hard copy sent to Regional Membership Chair as they take place or include with Branch Charter Renewal
<b>(*)Renewal Memberships</b> -Due by December 31 <sup>st</sup> of current year	Original signed and dated by DC with copy of renewed PSO membership- AEF
<b>(*)New Memberships</b> -Due within 2 weeks of receipt -No later than August 31 for current year to correspond with CPC membership cut off	Original signed and dated by DC with copy of current and/or renewed PSO - AEF membership (16 month AEF if applicable)
<b>Branch Activity Reports</b> -Need specifics (description, date, location, instructors etc..)	Presented at Regional Committee Meetings or updated by email to Regional Secretary as required for sanctioning of Branch activities
<b>Volunteer Grants</b> (based on membership at August 31 of a given year)	Original Application to Regional Treasurer
<b>Regional Event Budgets</b> -Due at least 60 days prior to event for approval	Original or email to Regional Chair and/or Treasurer
<b>Regional Event Reports</b> -Due within 30 days of completion of event	Original or email to Regional Treasurer -Original receipts REQUIRED
<b>Incident Report Forms</b> -Due within 30 days of incident	Original to Regional Risk Management Chair

<u>Regional Chair:</u> <b>Jackie Rawn</b> <b>Box 108</b> <b>Millarville, AB</b> <b>T0L 1K0</b> <b>jrawn@xplornet.com</b>	<u>Regional Treasurer:</u> <b>Marcia Reid</b> <b>Box 32055 Silverado RPO</b> <b>Calgary, AB</b> <b>T2X 0X4</b> <b>rtxbrands@gmail.com</b> <b>Cheques made out to:</b> <b>Alberta South Region Pony Club</b>
<u>Regional Secretary:</u> <b>Cheryl MacIvor</b> <b>117 Luxstone Green</b> <b>Airdrie, AB</b> <b>T4B 3B9</b> <b>candsmacivor@gmail.com</b>	<u>Membership Chair &amp; Risk Management Chair:</u> <b>Danielle Williams</b> <b>6107 34<sup>th</sup> Street SW</b> <b>Calgary, AB</b> <b>T3E 5L8</b> <b>daniwil@me.com</b>