**NEW ZEALAND PONY CLUBS   
ASSOCIATION (INC)**

**[insert date]**

**[insert name of successful applicant]**  
[insert address]

Dear [insert name]

I am pleased to offer you a position on the Board of New Zealand Pony Clubs Association. This is a (insert length) appointment.

The next Board meeting is to be held on (insert date and time) in (insert place) at (insert venue). Board papers will be sent to you by the General Manager in the week preceding the meeting. The General Manager will also contact you regarding booking flights to the meeting and any other requirements you may have.

Please find included a copy of the NZPCA Constitution, Strategic Plan, NZPCA Board Charter and the Directors Code of Conduct. A copy of the latest Annual Report is available online at [www.nzpca.org](http://www.nzpca.org)

As a part of the Board Induction, we will meet and discuss the role you are taking on the Board. Any conflict of interest needs to be identified, processes for claiming reimbursements and Director Insurance will also be discussed.

Please acknowledge your acceptance of this position to myself or the General Manager of New Zealand Pony Clubs Association.

Welcome to our team, I look forward to working with you.

Yours sincerely,

**[insert Board Chair’s name, title]**  
[and contact details]