

Regional Supervisors and Vice Regional Supervisors

Should the RS or a VRS position become vacant during the year, in compliance with the National By-laws 8.3, the following applies:

- If resigning, written resignation given to the VPRA
- VPRA appoints an individual to the position for the remainder of the term
- Notification of changes submitted to the [Regional Administration/Membership Director](#) in writing including the name and contact information of the appointed individual, along with the effective date

Don't forget – Before the appointment can be made the individual accepting the position must:

1. Be an Annual or Life Corporate Member of USPC
2. Successfully complete a Background Check
3. Complete the Youth Protection Training
4. Complete the Heat Illness Training
5. Complete the Concussion Training

Regional Secretary, Treasurer, RIC or HMO

Should the Regional Secretary, Treasurer, RIC or HMO position become vacant during the year, in compliance with the By-laws of the Regions, Article 2.5, the following applies:

- If resigning, written resignation given to the RS
- RS may appoint an individual to the position to serve until the next Regional Council Meeting
- Regional Council at the next meeting will confirm or replace the appointee
- RS should notify the [Membership Department](#) with the name and contact information of the individual elected to the position, along with effective date

Don't forget – before a Treasurer may hold the position, the individual must successfully complete a Background Check.

District Commissioner and Joint District Commissioners

Should the DC or a JtDC position become vacant during the year, in compliance with the National By-laws 8.7, the following applies:

- If resigning, written resignation given to the RS
- RS appoints an individual to the position for the remainder of the term
- RS notifies the [Membership Department](#) in writing or through the completion of the [List of Officers](#) of the change in position including the name and contact information of the appointed individual, along with the effective date

Don't forget – Before the appointment can be made the individual accepting the position must:

1. Be an Annual or Life Corporate Member of USPC
2. Successfully complete a Background Check
3. Complete the Youth Protection Training
4. Complete the Heat Illness Training
5. Complete the Concussion Training

Club Secretary and Treasurer

Should the Club Secretary or Treasurer position become vacant during the year, in compliance with the By-laws of Registered Clubs, Article 2.4, the following applies:

- If resigning, written resignation given to the DC
- DC appoint an individual to the position to serve until the next Sponsors Meeting
- Club Sponsors at the next meeting will confirm or replace the appointee
- Notice sent to the [Membership Department](#) and the RS in writing or through the completion of the [List of Officers](#) of the change in position including the name and contact information of the individual, along with the effective date

Don't forget – before a Treasurer may hold the position, the individual must successfully complete a Background Check.

Center Administrator and Assistant Center Administrators

Under the terms of the contract the Center Administrator is appointed by the Facility Operator.

To remove a CA or ACA, notification in writing must be sent by the Facility Operator to the [Membership Department](#), or the [Contact List](#) completed and mail into the office, with the following information:

- The name of the currently appointed CA or ACA and the date they will be ending their position with the Center

To appoint a new CA or ACA, notification in writing must be sent by the Facility Operator to the [Membership Department](#), or the [Contact List](#) completed and mail into the office, with the following information:

- The name of the individual who will be stepping into the position, along with all their contact information (address, email, phone) and the effective date

Don't forget – Before the appointment can be made the individual accepting the position must:

1. Be an Annual or Life Corporate Member of USPC
2. Successfully complete a Background Check

3. Complete the Youth Protection Training
4. Complete the Heat Illness Training
5. Complete the Concussion Training

Center Volunteer

Appointments of Center Volunteers are made by the Center Administrator.

To appoint a new CV, an email may be sent by the Center Administrator to the [Riding Center Liaison](#), or the [Contact List](#) completed and mail into the office, with the following information:

- The name of the individual who will be stepping into the position, along with all their contact information (address, email, phone) and the date they will begin the position

To remove a current CV, an email may be sent by the Center Administrator to the [Riding Center Liaison](#), or the [Contact List](#) completed and mail into the office, with the following information:

- The name of the currently appointed CV and the date they will be ending their position with the center