

## **CALENDAR & AFFILIATES**

### **1 Purpose**

- To oversee the VCA Calendar for all VCA Disciplines on a three year cycle.
- To be responsible for setting up the initial approval process for events and the subsequent approval process for changes to the calendar.
- To review the calendar of each discipline with the Chair of the discipline on an annual basis, prior to the setting of the calendar.
- To review the policies pertaining to awarding shows and trials on an annual basis.
- To review Rules and Regulations in relation to shows and trials and make recommendations where necessary for the consideration of Constitution, Rules & Regulations Committee.
- To monitor applications for National Shows.
- To review discipline analysis figures on a regular basis and to make recommendations to the Committee of Management where necessary.
- To review annually fees set by the VCA and to make recommendations where necessary to the Finance, Audit & Budget Committee.
- To oversee and approve venues used by VCA affiliates for VCA events.
- To oversee the approval of affiliates in accordance with VCA Rules & Regulations.
- To oversee the status of affiliated clubs on an annual basis.
- To oversee program for the development of affiliated clubs.
- To conduct a review of affiliates clubs and make recommendations where necessary to the VCA Committee of Management.

### **2 Committee Membership**

The Committee shall be made up of member/s of the VCA Committee of Management who have been approved by the VCA Committee of Management.

New members of the Committee shall be appointed by the Committee of Management on the recommendation of the Committee.

Committee members may be replaced by the Committee of Management.

### **3 Meeting Frequency**

The Committee shall meet as often as it determines necessary but not less frequently than on a quarterly basis.

The Committee may request the attendance of the CE or Committee of Management Members as long as 14 day's notice is given.

### **4 Matters for VCA Committee of Management**

The minutes of each Committee meeting shall be forwarded to the VCA within seven days of the meeting.

Actions for the VCA Committee of Management should be placed on a face sheet attached to the minutes titled "Actions for VCA Committee of Management".

### **5 Other Matters**

- The Chair of the Committee shall meet with the President and Committee of Management of the VCA on the 4th Wednesday of April each year.
- The Committee shall perform an annual performance evaluation of itself.
- The Committee shall review the adequacy of its Charter annually.
- The Committee shall provide a report for the Annual Report by January 15th of each year.

### **6 VCA Contact Person**

**LEANNE TRENWITH** (The person in the VCA Office who handles the actions requested by the Committee, e.g. letters sent on Committee's behalf.)