

## **CONFORMATION COMMITTEE**

### **1 Purpose**

- To oversee the discipline of Conformation.
- To advance the discipline of Conformation.
- To cultivate relations with like committees associated with ANKC Member Bodies.
- Promote and protect the interests of competition.
- Provide recommendations to the VCA Committee of Management on all matters related to Conformation.
- Monitor the performance of Conformation Clubs and provide assistance and/or guidance where necessary.

### **2 The Committee**

The Committee to consist of up to nine (9) persons, with up to eight (8) appointed by the Management Committee in accordance with Regulation 6.4 and one appointed by and from the Management Committee. The Conformation Committee shall elect a Chairperson and Deputy Chairperson from within its membership, for a term of twelve (12) months.

### **3 Term of Office**

The normal term of office shall be two years, with retiring members eligible for re-election subject to Rule 2.84. The member from the Management Committee will be appointed by the Management Committee.

### **4 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.

### **5 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".

### **6 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.

### **7 VCA Contact Person**

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