

KCC Park Facilities Committee Charter

1. Purpose

- a. To oversee the fixed assets of Dogs Victoria located at KCC Park.
- b. To set up and monitor a maintenance program for Dogs Victoria fixed assets located at KCC Park.
- c. The review and make recommendations to Dogs Victoria Management Committee concerning the maintenance and development of Dogs Victoria assets located at KCC Park.
- d. To oversee any building program at KCC Park in which Dogs Victoria becomes involved.
- e. To monitor Dogs Victoria Asset Register relating to KCC Park.

2. Committee Membership

- a. The Committee shall be made up of Dogs Victoria members appointed by Dogs Victoria Management Committee.
- b. Management Committee shall appoint one of its members to the Committee.
- c. New members - either the Committee Chair or Management Committee shall request a "CV" detailing relevant experience for approval by Management Committee prior to the appointment being confirmed.
- d. Appointed Committee Members may be removed and/or replaced by the Management Committee.
- e. The appointment of all Committee Members shall be for a period of one year and subject to annual review by Management Committee.
- f. The Committee may elect its own Chairperson, and Deputy Chairperson, from within the committee, annually.

3. Meeting Frequency

- a. The Committee shall meet as often as it determines necessary but not less frequently than on a quarterly basis.
- b. The Committee may request the attendance of the CE or Members of the Management Committee as long as 14 days' notice is given.

4. Matters for Dogs Victoria Management Committee

- a. The minutes of each Committee meeting shall be forwarded to Dogs Victoria within seven days of ratification.
- b. Actions for Dogs Victoria Management Committee should be placed on a face sheet attached to the minutes titled "Actions for Dogs Victoria Management Committee".

5. Other Matters

The Committee shall provide a report for the Annual Report by 15 December of each year.

6. Location of Meetings

That the committee considers where members reside when deciding where meetings are held.

Committee Liaison – Erica Hunter