

Appeals Committee Charter

1. Purpose

- a. To conduct appeals in accordance with Dogs Victoria Constitution, Rules and Regulations.

2. Committee Membership

- a. The Committee shall be made up of Dogs Victoria members appointed by Dogs Victoria Management Committee.
- b. 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
- c. Appointed Committee Members may be removed and/or replaced by the Management Committee.
- d. The appointment of all Committee Members shall be for a period of one year and subject to annual review by Management Committee.
- e. Management Committee shall appoint the Chairperson and Deputy Chairperson.

3. Meeting Frequency

- a. The Committee shall meet as often as it determines necessary.
- b. The Committee may request the attendance of the CE or Management Committee members as long as 14 days’ notice is given.

4. Matters for Dogs Victoria Management Committee

- a. If the Appeals Committee meet, outside of Appeals Hearings, the minutes of those meetings shall be forwarded to Governance Lead Committee within seven days or ratification.
- b. Actions for Dogs Victoria Management Committee should be placed on a face sheet attached to the minutes and forwarded to the Governance Lead Committee.

5. Other Matters

- a. The Committee shall provide a report for the Annual Report by 15 December of each year.
- b. The Chair of the Appeals Committee shall participate in meetings of the Governance Lead Committee.

6. Location of Meetings

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

Office/Committee Liaison – Jennifer Joyce