

Draft Committee Charter

1. Purpose

- a. To advance and administer the activities of Draft Test.
- b. **To prepare a budget, for submission to and approval by the Finance Committee, for the activities of the committee for the following year.**
- c. To review applications for trial dates and, in conjunction with the Calendar & Events Committee, prepare an appropriate program of trials for future years.
- d. ~~To make alterations to the published where necessary due to the exigencies of competition~~
- e. To conduct seminars and conferences ~~ef~~ **for** members, clubs or delegates. ~~to discuss relevant matters~~
- f. To be responsible for the conduct of **Draft Test** competitions as appropriate.
- g. To conduct training programs for judges, stewards and competitors by:
 - h. Providing education and training programs;
 - i. Provision of counselling, remedial and support structures;
 - j. From 2023, responsibility for the setting and evaluation of all draft test judges' theory and practical assessment.
- k. ~~To be responsible for~~ **Recommend** the approving/granting of all draft test judges' licences in Victoria;
- l. Monitor the performance of clubs within the discipline and, ~~in conjunction with the CR&R committee if applicable,~~ provide assistance and/or guidance.
- m. Make recommendations to Management Committee on applications for affiliation by clubs within the discipline.
- n. To make recommendations to Management Committee on any matters that impact upon the discipline.
- o. To liaise with like committees in other states and territories and the Dogs Australia National Draft Test Committee and ~~to~~ make proposals and recommendations on actions to that committee.
- p. To facilitate the testing of ~~dogs that are suspended while involved in draft test activities~~ **suspended dogs as required.**

1. The Committee Membership

- a. The ~~Draft Test~~ committee shall consist of up to nine Dogs Victoria members appointed by Dogs Victoria Management Committee.
- b. Management Committee may 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~~ **an** 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~~ **two** years and subject to ~~annual~~ review by Management Committee.
- f. The committee will elect its own chairperson, and deputy chairperson, from within the committee annually.

2. Meeting Frequency

- a. The committee shall meet as often as it determines necessary but not less frequently than on a quarterly basis.
- b. **Meetings may be held in person or electronically.**

- c. The committee may request the attendance of the CE or members of Management Committee as long as 14 days notice is given.
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3. Matters for Dogs Victoria Management Committee
 - a. The ratified minutes of each committee meeting shall be forwarded to the ~~Dogs Victoria~~ **Performance Lead** within seven days of the meeting.
 - b. Actions for Dogs Victoria Management Committee should be placed on a face sheet attached to the minutes ~~itled "Actions for Dogs Victoria Management Committee"~~ **and forwarded to the Performance Lead.**
 4. Other Matters
 - a. The committee shall provide a report for the Annual Report by ~~15th December~~ **1 January** of each year
 - b. **The Draft Test Committee chair shall participate in Performance Lead meetings.**
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- ~~2. Location of Meetings~~
 - ~~a. That the Committee considers where members reside when deciding where meetings are held and may conduct meetings electronically as required.~~

Office/Committee Liaison – Michaela Andrejic

Calendar Coordinator - Erica Hunter