

Investigations Committee Charter

1. Purpose

- a. To carry out investigations in accordance with Dogs Victoria Constitution, Rules and Regulations.

2. Committee Membership

- a. The committee shall consist of Dogs Victoria members appointed by Dogs Victoria Management Committee.
- b. New members - The committee chair shall request a "CV" detailing relevant experience for approval by Management Committee prior to an 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 two years and subject to 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 but not less than annually.
- b. Meetings may be held in person or electronically.
- c. 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. The minutes of each committee meeting shall be forwarded to the Governance Lead within seven days of 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.

5. Other Matters

- a. The committee shall provide a report for the Annual Report by 1 January of each year.
- b. The Chair shall participate in meetings of the Governance Lead.

Office/Committee Liaison – Jennifer Joyce