

Library Committee Charter

1. Purpose

To provide Education and Information resources for all Dogs Victoria members.

2. Committee Membership

- a. The Committee shall be made up of Dogs Victoria Members appointed by Dogs Victoria Management Committee.
- b. Management Committee may appoint one of its members to the Committee.
- c. New members of the Committee shall be appointed by the Management Committee.
- d. Appointed Committee Members may be removed and/or replaced by the Management Committee. Except for Committee Members appointed by election,
- 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.
- 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. The minutes of each Committee meeting shall be forwarded to the Pedigree Dogs Lead Committee within seven days ratification.
- b. Actions for Dogs Victoria Management Committee should be placed on a face sheet attached to the minutes and forwarded to the Pedigree Dogs 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 shall participate in meetings of the Pedigree Dogs Lead Committee.

6. Location of Meetings

- a. That meetings of the committee will be held in the library.

7. Mission Statement

The mission of the VCA Library and Resource Centre (Laurie Luxmoore Library) is to provide Dogs Victoria members with a quality resource to fulfil canine related information requirements, thus communicating the benefits of Dogs Victoria membership

Office/Committee Liaison – TBA