

# Marketing & Innovation Committee Charter

1. Purpose
  - a. To promote Dogs Victoria to its members and to the community.
2. Committee Membership
  - a. The Committee shall be made up of Dogs Victoria Members who have been appointed by Dogs Victoria Management Committee in consultation with the Promotions and Therapy Dogs 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 one year and subject to annual review by Management Committee.
3. Meeting Frequency
  - a. The Committee shall meet in person and/or electronically 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 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 Communications Lead Committee within 14 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 Communications 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 Communications Lead Committee.
6. Location of Meetings
  - a. That the committee considers where members reside when deciding where meetings are held.

Office/Committee Liaison – TBC