

Media Committee Charter

1. Purpose

- a. To grow Dogs Victoria and engage an audience utilising Dogs Victoria YouTube Channel
- b. The Media Committee will liaise with the Marketing & Innovation Committee, Breeder Committee and Education Committee
- c. To coordinate and conduct various forms of social media videos primarily for the Dogs Victoria YouTube channel.
- d. Interview and showcase breeds, breeders, all forms of dog sports/disciplines within Dogs Victoria.
- e. Record-videos for presentation on the Dogs Victoria website and other forms of social media.
- f. Manage and coordinate the Dogs Victoria YouTube channel.
- g. Establish a consistent format for all video questions and structure.
- h. Format standardized questions for interviews and arrange with affiliated clubs to conduct these.
- i. Appoint a person/s to conduct these interviews.

2. Ask and engage the membership for interested persons to join the Dogs Victoria Subcommittee that have previous media knowledge and ability to: video, edit, interview and format suitable content of YouTube and other types of video creation and formation.

3. Committee Membership

4. The Committee shall be made up of Dogs Victoria Members who have been appointed by Dogs Victoria Management Committee in consultation with the Media Committee.
5. 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
6. Appointed Committee Members may be removed and/or replaced by the Management Committee.
7. The appointment of all Committee Members shall be one year and subject to annual review by Management Committee.

8. Meeting Frequency

9. The Committee shall meet in person and/or electronically as often as it determines necessary but not less frequently than on a quarterly basis.
10. The Committee may request the attendance of the CE or Management Committee Members as long as 14 days' notice is given.

11. Matters for Dogs Victoria Management Committee

12. The minutes of each Committee meeting shall be forwarded to the Communications Lead Committee within seven days of ratification.
13. Actions for Dogs Victoria Management Committee should be placed on a face sheet attached to the minutes and forwarded to the Communications Lead Committee.

14. Other Matters

15. The Committee shall provide a report for the Annual Report by 15 December of each year.
16. The Chair shall participate in meetings of the Communications Lead Committee.

17. Location of Meetings

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

Office/Committee Liaison – TBC