

Mediation Panel Charter

1. Purpose
 - a. To conduct mediation in accordance with Dogs Victoria Constitution, Rules and Regulations.
2. Committee Membership
 - a. The Panel shall be made up of Dogs Victoria members appointed by Dogs Victoria Management 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 for a period of one year and subject to annual review by Management Committee.
3. Meeting Frequency
 - a. Mediation hearings shall be conducted as required. The Panel shall meet as often as it determines necessary but not less frequently than on a quarterly basis.
 - b. The Panel 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 Panel meeting shall be forwarded to the Governance Lead Committee within seven days of ratification.
 - b. Actions for Dogs Victoria Management Committee should be placed on a face sheet attached to the minutes forwarded to the Governance Lead Committee.
5. Other Matters
 - a. The Panel shall provide a report for the Annual Report by 15 December of each year.
 - b. The Chair shall participate in meetings of the Governance Lead Committee.
6. Location of Meetings
 - a. That the committee considers where members reside when deciding where meetings are held.

Office/Committee Liaison – Jennifer Joyce