

# OTEC Committee Charter

## 1. Purpose

- a. To advance and administer the activities of Obedience, Tracking and Endurance.
- b. To review applications for trial dates and, in conjunction with the Calendar and ~~Affiliates Coordinator~~ **Events Committee**, prepare an appropriate program of trials for future years.
- c. To ~~make~~ **recommend** alterations to the published program where necessary ~~due to the exigencies of~~ **trialling**.
- d. To conduct seminars and conferences ~~of~~ **for** members, clubs or delegates ~~to discuss relevant matters~~.
- e. **To prepare a budget for submission to and approval by the Finance Committee, for the activities of the committee for the following year.**
- f. To be responsible for the conduct of trials as appropriate.
- g. To conduct training programs for judges, stewards and competitors by:
  - i. Providing education and training programs;
  - ii. Provision of counselling, remedial and support structures;
  - iii. To be responsible for the setting and evaluation of all Obedience, Tracking and Endurance Trial Judges' theory and practical examinations in Victoria.
  - iv. ~~To be responsible for~~ **Recommend** the approving/granting of all Obedience, Tracking and Endurance Trial Judges' Licences in Victoria.
- h. Monitor the performance of clubs within the discipline and, ~~in conjunction with the CRR committee if~~ **applicable**, provide assistance and or guidance.
- i. Make recommendations to the Performance Lead ~~Committee~~ on applications for affiliation by clubs within the discipline.
- j. To make recommendations to the Performance Lead ~~Committee~~ on any matters that impact upon the discipline.
- k. To liaise with like committees in the other states and territories and the ~~ANKC's~~ **Dogs Australia** National Committee and make proposals and recommendations on actions to that committee.
- l. To facilitate the testing of suspended dogs as required.

## 2. The Committee

- a. The Obedience, Tracking and Endurance Committee shall consist of seven elected persons **as per Dogs Victoria Regulation 6.6.5**.
- b. Management Committee may appoint one of its members to the committee.
- c. The committee may elect its own chairperson and deputy chairperson from within the committee annually.

## 3. Term of Office

- a. The normal term of office for elected members shall be four years, commencing from first August, with retiring members eligible for re-election, subject to Rule 2.84 **as per Dogs Victoria Regulation 6.6.6**.

## 4. Meeting Frequency

- a. The committee shall meet as often as it determines necessary but not less frequently than on a quarterly basis.
- 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.

5. Matters for Dogs Victoria Management Committee

- a. The minutes of each committee meeting shall be forwarded to the Performance 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 and forwarded to the Performance Lead ~~Committee~~.

6. Other Matters

- a. The committee shall provide a report for the Annual Report by ~~15 December~~ **1 January** of each year.
- b. The chair shall participate in meetings of the Performance Lead ~~Committee~~.
- c. ~~Prior to the end of May each year the Finance Committee chair to contact Dogs Victoria subcommittees that run events to prepare a budget for the subcommittee's next event/s.~~ (added 11/07/23)

7. ~~Location of Meetings~~

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

**Office/Committee Liaison – Michaela Andrejic**

Calendar Coordinator – Erica Hunter