

Retrieving & Field Committee Charter

1. Purpose

- a. To advance, and administer **and conduct** the activities of the Retrieving and Field Trial disciplines in Victoria.
- b. **To prepare a budget, for submission to and approval by the Finance Committee, for the activities of the committee for the following year.**

2. Responsibilities

- a. To review and coordinate applications for trial dates and, in conjunction with the Calendar and Affiliates Coordinator **Events Committee**, prepare and publish an appropriate program of trials.
- b. To ~~make~~ **recommend** alterations to the published program ~~where necessary~~.
- c. To conduct seminars and conferences as necessary, ~~of for~~ members, clubs or delegates ~~to discuss relevant matters~~.
- d. To be responsible for the conduct of championship trials for each of the retrieving and field trial disciplines.
- e. 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 retrieving and field trial judges' theory and practical examinations
- f. To ~~be responsible~~ **recommend** for the approving/granting of all retrieving and field trial judges' licences.
- g. Monitor and coordinate the performance of clubs within the discipline and, ~~in conjunction with the CRR committee if applicable~~, provide assistance and or guidance.
- h. Make recommendations to the Performance Lead on applications for affiliation by clubs within the retrieving and field trial disciplines.
- i. To make recommendations to the performance lead ~~committee~~ on any matters that impact upon the retrieving and field trial disciplines.
- j. To liaise with RAFT committees in other states and territories and the ANKC's **Dogs Australia** National RAFT Committee to undertake reviews of the rules for each of the retrieving and field disciplines and make recommendations on changes to that committee.
- k. To liaise with RAFT committees in other states and territories and the ANKC's **Dogs Australia** National RAFT Committee to make any proposals and recommendations to the National RAFT Committee that are considered to benefit and promote the retrieving and field disciplines.
- l. To facilitate the testing of suspended dogs as required.

3. The Committee

- a. **As per Dogs Victoria Regulation 6.7.6** the committee ~~is to~~ **shall** consist of ten elected persons with the following representation to the respective disciplines:
 - i. Retrieving - four elected
 - ii. Pointer and Setter - two elected
 - iii. Spaniel and Retriever - two elected
 - iv. Utility Gundog - two elected
- b. Management Committee may appoint one of its members to the committee.
- c. The committee shall elect a chairperson and a deputy chairperson, from within the committee, annually.

4. Term of Office

- a. The normal term of office for elected members shall be four years commencing on 1 August with retiring members eligible for re-election subject to Rule 2.84 **as per Dogs Victoria Regulation 6.7.7.**

5. 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.

6. 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~~ **must** be placed on a face sheet attached to the minutes and forwarded to the Performance Lead. ~~Committee~~
- c. Members are elected to the committee. However, casual vacancies may be filled by invitation/appointment. The Committee Chair ~~is to be provided with a Resume detailing relevant experience~~ **shall request a CV detailing relevant experience** for approval by Management Committee prior to ~~the~~ **an** appointment being confirmed.
- d. ~~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. Other Matters

- a. The committee shall provide a report for inclusion in the Annual Report by ~~15 December~~ **1 January** of each year. ~~The report is to include significant actions taken in accordance with the committee's charter.~~
- b. The Chair shall participate in meetings of the Performance Lead ~~Committee~~.

~~8. Location of Meetings~~

- ~~a. That the committee should consider where members reside when deciding where meetings are held.~~
- ~~b. It is acceptable for members to attend meetings via (speaker) telephone where members are unable to attend due to unreasonable distances~~

Office/Committee Liaison – Michaela Andrejic

Calendar Coordinator – Erica Hunter