

Scent Work Committee Charter

1. Purpose

- a. To advance and administer the activities of Scent Work.
- b. **To prepare a budget, for submission to and approval by the finance Committee, for the activities of the committee for the following year.**
- c. To review applications for trial dates and, in conjunction with the Calendar and Events Committee, prepare an appropriate program of trials for future years.
- d. ~~To make alterations to the published where necessary due to the exigencies of competition~~
- e. To conduct seminars and conferences ~~ef~~ **for** members, clubs or delegates. ~~to discuss relevant matters~~
- f. To be responsible for the conduct of **Scent Work** competitions 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. From 2022, responsibility for the setting and evaluation of all Scent Work Judges' theory and practical assessments **in Victoria**.
- h. ~~To be responsible for~~ **Recommend** the approving/granting of all Scent Work Judges' licences in Victoria.
- i. Monitor the performance of clubs within the discipline and, ~~in conjunction with the CR&R committee if applicable~~, provide assistance and or guidance.
- j. Make recommendations to Management Committee on applications for affiliation by clubs within the discipline.
- k. To make recommendations to Management Committee on any matters that impact upon the discipline.
- l. To liaise with like committees in other states and territories and the ~~ANKC~~ **Dogs Australia** National Scent Work Committee and to make proposals and recommendations on actions to that committee.
- m. To facilitate the testing of **suspended dogs as required**. ~~that are suspended while involved in scent work activities~~

1. The Committee Membership

- a. The Scent Work Committee shall consist of **up to** nine Dogs Victoria members appointed by Dogs Victoria Management Committee.
- b. Management Committee may appoint one of its members to the committee.
- c. New members – ~~either The committee chair or Management Committee~~ shall request a "CV" detailing relevant experience for approval by Management Committee prior to ~~the~~ **an** appointment being confirmed.
- d. Appointed committee members may be removed and/or replaced by the Management Committee.
- e. The appointment of all committee members shall be for a period of ~~one~~ **two** years and subject to ~~annual~~ review by Management Committee.
- f. The committee will elect its own chairperson and deputy chairperson from within the committee annually.

2. 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 members of Management Committee as long as 14 days notice is given.

3. Matters for Dogs Victoria Management Committee

- a. The minutes of each committee meeting shall be forwarded to Dogs Victoria **Performance Lead** within seven days of ~~the meeting~~ **ratification**.

- b. Actions for Dogs Victoria Management Committee should be placed on a face sheet attached to the minutes titled “Actions for Dogs Victoria Management Committee” **forwarded to the Performance Lead.**

- 4. Other Matters
 - a. The committee shall provide a report for the Annual Report by ~~15th 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)

- 5. Location of Meetings
 - a. ~~That the Committee considers where members reside when deciding where meetings are held and may conduct meetings electronically as required~~

Office/Committee Liaison – Michaela Andrejic

Calendar Coordinator - Erica Hunter