

Bulla Facilities Committee Charter

1. Purpose

- a. To oversee the fixed assets of Dogs Victoria located at Bulla Exhibition Centre.
- b. To set up and monitor a maintenance program for Dogs Victoria Management Committee concerning the maintenance and development of Dogs Victoria assets located at Bulla Exhibition Centre.
- c. To review and make recommendations to Dogs Victoria Management Committee concerning the maintenance and development of Dogs Victoria assets located at Bulla Exhibition Centre.
- d. To oversee any building program at Bulla Exhibition Centre in which Dogs Victoria becomes involved.
- e. To monitor Dogs Victoria Asset Register relating to Bulla Exhibition Centre.
- f. To prepare a budget, for submission to and approval by the Finance Committee, for maintenance to be undertaken at the Bulla Exhibition Centre for the following year.

2. Committee Membership

- a. The committee shall consist of a maximum of ten Dogs Victoria members appointed by Dogs Victoria Management Committee.
- b. Management Committee may appoint one of its members to the committee.
- c. New members – The committee chair shall request a “CV” detailing relevant experience for approval by Management Committee prior to an appointment being confirmed.
- d. 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 two years and subject to review by Management Committee.
- f. The committee may elect its own chairperson, and deputy chairperson, from within the committee, annually.

3. Meeting Frequency

- a. The committee shall meet as often as it determines necessary but not less frequently than on a quarterly basis.
- b. The committee may request the attendance of the CE or members of the Management Committee as long as 14 days’ notice is given.

4. Matters for Dogs Victoria Management Committee

- a. The minutes of each committee meeting shall be forwarded to Dogs Victoria within seven days of 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”.

5. Other Matters

- a. The committee shall provide a report for the Annual Report by 1 January of each year.

Office/Committee Liaison – Erica Hunter

Charter and composition review approved by management committee: April 2024

Charter reviewed: 30 August 2021