



Terms of Reference

Dog Show Sub-Committee

Purpose

The purpose of the Dog Show Sub-committee is to plan, promote and conduct conformation dog show related activities on behalf of the Cairns City Kennel Club Inc (CCKC).

Membership

- Core membership of the sub-committee includes:
 - Vice President – Dog Shows (Chair)
 - Show Secretary
 - No less than four (4) nor greater than six (6) other members.
- The President, Secretary and Treasurer are ex-officio members with voting rights.
- Members of the sub-committee may elect or appoint a secretariat from the members of the sub-committee.
- The sub-committee may co-opt members to provide specialist advice as required. Co-opted members do not have the right to vote on matters before the sub-committee.
- Sub-committee members who are absent from 3 consecutive meetings without a leave of absence will automatically cease to be a member of the sub-committee.
- A casual vacancy on the sub-committee can be filled by an expression of interest. All CCKC current financial members are eligible to submit an expression of interest.

Quorum and voting

- A quorum is equal to half the core membership plus one.
- A question arising at a subcommittee meeting is to be decided by a majority vote of the members present at the meeting and, if the votes are equal, the question is decided in the negative.
- Voting by proxy is not permitted.

Responsibilities

- Uphold and promote the CCKC's core values, vision and mission.
- Work collaboratively with other committees and all members of the CCKC in the overall running of the club in line with the CCKC's objects as listed in the Rules of Association.
- Provide regular updates to all CCKC members regarding dog show related events and activities.
- Effectively run dog shows in accordance with Dogs Queensland and Dogs Australia rules and regulations.
- Contract judges including their related travel, accommodation and meals, where necessary.
- Appoint a qualified Show Manager for each conformation dog show run by the CCKC.
- Recruit and support volunteers to assist in the efficient and effective running of shows, events and other activities.
- Provide appropriate and relevant training to volunteers as required.

- Conduct training, workshops or seminars related to dog shows.
- Undertake fundraising activities.
- Purchase prizes, equipment or resources relevant to the sub-committee's purpose.
- Dispose of or sell any unused equipment that is no longer required.
- Assist the promotion of the CCKC at community and club events.
- Assist in running other CCKC events and activities.
- Develop by-laws, policies or procedures for approval by the Management Committee.
- Maintain the CCKC facilities, grounds and equipment to ensure the venue is well presented, clean and free of hazards.

Meetings

- The sub-committee will decide the frequency of meetings to best achieve the purpose and responsibilities.
- Meeting agendas and minutes will be provided by the secretariat, this includes:
 - preparing agendas and supporting papers
 - preparing meeting notes and information
- Meetings may be held face-to-face or via technology (e.g. Zoom).

Reporting

- The sub-committee reports to the CCKC Management Committee.
- The Chair or nominated spokesperson, is required to provide a verbal update to the management committee or at an ordinary general meeting.
- The sub-committee must maintain full and accurate minutes of all questions, matters, resolutions and other proceedings of each sub-committee meeting.
 - The minutes must be tabled at the next meeting of the management committee.
 - The management committee reserves the right to overrule, question or hold in abeyance any decisions made by a subcommittee that are not within the scope of the committee's terms of reference or do not align with the CCKC rules of association, by-laws, policies or procedures.

Winding up

- The sub-committee may be dissolved if:
 - The sub-committee is no longer required (for example, at the completion of the project or activity, or if the needs of the CCKC change)
 - The members of the sub-committee agree to winding up.
 - By special resolution at a General Meeting.