



Purpose

The Animal Welfare Committee is a committee of the Royal New Zealand Society for the Prevention of Cruelty to Animals Incorporated (SPCA) Board made up of SPCA Board members and external animal welfare experts. The AWC is responsible for reviewing and endorsing SPCA's animal welfare strategy and policies, and recommending principles and position statements that are expected of an organisation caring for the interests of all animals. The Committee also monitors and reviews the progress of animal welfare and identifies opportunities to maximise impact and influence on animal welfare issues.

1. Structure

1.1 Appointment, size, quorum, voting, expertise

The Animal Welfare Committee shall be confirmed annually by the Board and shall consist of a maximum of eight members with a quorum of three. The SPCA Chairperson shall be an ex-officio member of the Committee with voting rights.

The Chairperson of the Committee shall be appointed by the SPCA Board.

The Committee may co-opt additional expertise as required but should have as one of its members veterinarian input.

All members of the Board are entitled to attend meetings.

1.2 Reporting responsibility of Committee Chair

The Chair of the Committee shall report to the Board after each Committee meeting on the findings and recommendations of the Committee.

2. Function and Responsibilities

2.1 The Animal Welfare Committee is responsible for the following functions:

- Review, endorse and recommend to the Board for approval, the animal welfare strategy, including the prioritisation matrix.
- Monitor and review progress of the organisations impact on animal welfare
- Review, and recommend to the Board for approval, the 'Animal Welfare Principles' which summarises the SPCA philosophical animal welfare position. The Animal Welfare Principles will be reviewed every two years.
- Review and recommend to the Board for approval, the animal welfare position statements on animal welfare issues, as submitted by the Animal Welfare Science & Education Department (AWSED), for the organisation.

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- Receive and review reports from the Clinical Advisory Team ensuring effective governance and oversight of clinical practice and operating standards of care to ensure the continuous improvement of clinical practices
- Receive AWSED campaigns and initiatives and advise on national welfare issues that should be brought to the public's attention in conjunction with the AWSED. Monitor and review the impact from the campaigns on animal welfare.
- Review and recommend to the Board for approval, the animal welfare key performance indicators and review progress of the KPI's.
- Co-opt and enlist professional assistance, as required, in developing the highest possible animal welfare principles, policies and position statements. This could include commissioning external information as and when required.

2.2 Accountability and Reporting Procedures

The Animal Welfare Committee is a committee of the Board of the SPCA and as such the Committee and its members are accountable to the Board.

The complete minutes of all Committee meetings shall be uploaded into Diligent for Board and the Chief Executive Officer access within four weeks of each meeting.

An annual report of the Committee's activities is to be prepared for the Board for inclusion in the annual report of the SPCA.

3. Committee and Meetings

3.1 Authority

The Committee is authorised by the Board of the SPCA to undertake those functions and responsibilities approved by the Board, such to be reviewed from time to time by the Board.

The Committee may in the course of its duties obtain legal, veterinary or other independent advice providing approval for the financial expenditure has been granted. It is also authorised to seek any information it may require from management who are directed to assist the Committee.

3.2 Meetings and Secretarial

The standing Committee shall meet no fewer than three times per year and will have appropriate advance notice of all meetings. The Chair of the Committee shall also call a meeting if so requested by any Committee member or the Chief Executive Officer.

Any Board member may request, through the Board Chair, that the Committee convene to address any matter and such member may attend and speak, but will not have a vote.

The Chair of the Committee shall also call a meeting of the Animal Welfare Committee if so requested by any Animal Welfare Committee member.

The Board Secretary shall act as Secretary of the Animal Welfare Committee.

The CEO in conjunction with the Chair, shall draw up the Agenda.

The Agenda and Committee papers shall be distributed to members at least one week prior to each meeting.

A resolution in writing, signed or assented to by at least two members of the Animal Welfare Committee (at least one of whom shall be the Chair), is as valid and effective as if it had been passed at a meeting of the Animal Welfare Committee duly convened and held. Any such resolution may consist of several documents (including e-mail or other similar means of written communication) in like form, each signed or assented to by one or more members of the Committee.

The Minutes of all Committee meetings, signed by the Chair, shall be circulated to all directors, the Chief Executive Officer and to other parties as the Board directs.

The Chair of the Committee shall make a report to the Board after each Committee meeting on the findings and recommendations of the Committee.

3.3 Review of Objectives and Charter

The Committee shall undertake an annual review of its objectives and activities.

The objectives and activities of the Committee shall also be reviewed by the Board and the Chief Executive Officer.

All directors shall have unfettered access to the records of the Committee upon request to the Chair of the Committee with notification to the Chairman of the Board.

The Committee shall also review annually the Animal Welfare Committee charter and recommend any changes to the Board.