



Animal Welfare Committee Charter

Purpose

The Animal Welfare Committee is a committee of the Royal New Zealand Society for the Prevention of Cruelty to Animals Incorporated (SPCA) Board which is responsible for providing oversight on animal welfare issues and setting principles and position statements that are expected of an organisation caring for the interests of all animals.

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 Chairperson of the Committee shall be appointed by the SPCA Board and shall be an ex-officio member of the Committee with voting rights.

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

All members of the SPCA 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 any substantive findings and recommendations of the Committee.

2. Function and Responsibilities

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

- Engage with the Animal Welfare Science & Education Department (AWSED) and SPCA community to agree animal welfare principles for the organisation.
- 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, any substantive changes to the animal welfare position statements on animal welfare issues, as submitted by the AWSED, for the organisation.
- Review the Shelter and Veterinary Standard risk matrix and consider reviewing high rated risk standards.
- Review AWSED proactive campaigns and initiatives and advise on national welfare issues that should be brought to the public's attention and in conjunction with the AWSED.
- Review SPCA Certified programme, the strategy and business case and make any substantive recommendations to the Board.

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- Assist management in advocating, on national animal welfare issues to ensure SPCA voice is heard.
- 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 consultants/advice 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 circulated to the Board and the Chief Executive Officer 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.

2.3 Animal Welfare Position Statements Process

The procedure to be adopted by the Animal Welfare Committee in the recommendation to the SPCA Board for approval of any substantive changes to the position statements shall be as follows:

- AWSED to provide the Committee the draft position statements for review.
- The Committee shall review draft position statements and provide feedback to the AWSED for any amendments, further information or concerns.
- Once position statements are agreed in principle by the Committee, AWSED will consult internally.
- Following consultation, a summary of feedback and proposed final position statements will be presented to the Committee.
- The Committee will agree the position statement and recommend any substantive changes to the Board for approval.

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, after considering the merit of the request, 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, and any other Board member, may attend and speak, but none will have a vote.

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 recommendation to the Board in writing, assented to by at least three (quorum) 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.

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, the Chief Executive Officer and by other parties the Board deems appropriate.

All SPCA Board members shall have unfettered access to the records of the Committee upon request to the Chair of the Committee, and with notification to the Chairperson of the Board.

The Committee shall also review every 2 years the Animal Welfare Committee Charter and recommend any changes to the Board.