

**❖ MEMBERSHIP****Qualifying organisations and persons:**

- Organisations must have a direct and important role in the livestock industry, from birth to slaughter of farm animals.
- Organisations should be nationally-based
- Organisations should not represent duplicate interests as far as this can be avoided.
- There must be a commitment to advancing and protecting livestock animal welfare.
- LWCC must strive to get and retain representation across the livestock industry.
- Members must be willing to work together and strive to arrive at decisions by consensus.
- Members must be committed to attending meetings and carrying out actions agreed to at meetings or otherwise.
- Persons may become members in view of their suitability, expertise and commitment.

**Election of members**

- LWCC may invite qualifying organisations or persons to apply for membership.
- Applicants must outline briefly their involvement in livestock animal welfare.
- A decision will be taken at the next LWCC and successful applicants will be duly admitted.
- Continued membership is conditional on satisfactory attendance and involvement in actions that are agreed on.
- Unsatisfactory performance must be discussed with the representative and, failing improvement, can be brought to the attention of the organisation.
- Long-term inaction can result in discontinuation of membership.
- Members may nominate any suitable person to represent them and can arrange for proxy votes.

**❖ APPOINTMENTS**

- LWCC shall annually elect suitable persons to the posts of Chair, Vice Chair, Administrator and Minutes secretary.
- The basis shall be experience, knowledge, probity, independence and acceptability.
- Nominations shall be called for before the meeting at which elections are made.
- The term of office shall be 1 year.
- Should any post fall vacant within 1 year it shall be filled at the next LWCC meeting for the remainder of the term.
- Elections shall be supervised by a person nominated by those present at an LWCC meeting.

**Investigations**

- Should there be any concerns or dissatisfaction regarding the conduct of LWCC members or its appointed officers, an investigation may be launched on the initiative of at least three (3) members.
- The nature and extent of the concerns shall be first put informally to the affected party or parties.

- If not satisfied with the response, the initiators may place their concerns in writing via the Administrator to the affected party.
- An investigating (*ad hoc*) team shall be appointed to look into the matter. This team shall consist of equal representatives of initiators, respondents and independent members.
- The outcome shall be put before a scheduled meeting of LWCC for decision.
- The affected party(s) may appeal the decision to a full LWCC meeting, whose decision shall be final.
- The decision can vary from exoneration to expulsion or dismissal.

#### ❖ **TERMINATION**

- Members or office bearers can have membership or appointment terminated by written resignation.
- If an office bearer becomes permanently incapacitated, appointment shall be terminated by an LWCC meeting.
- Members or office bearers may have membership or appointment terminated after due investigation, and a formal decision by an LWCC meeting.
- The Chair in consultation with the Vice Chair will be empowered to make interim appointments that must be confirmed or otherwise at the next LWCC meeting.

#### ❖ **DUTIES OF OFFICE BEARERS**

##### Chairperson

- Responsible for the effective running of the LWCC
- Represents LWCC in all matters unless this power is delegated to an LWCC member *ad hoc*.
- Chairs all LWCC meetings
- Directs the Administrator in all matters affecting LWCC management.

##### Vice Chairperson

- Deputises for Chairperson on request.
- Stands in for Chairperson when absent or incapacitated.
- Assumes duties in consultation with Chairperson.
- Acts as audit committee on financial matters.

##### Administrator

- Works under the direction and supervision of the Chairperson.
- Keep suitable records of LWCC matters.
- Ensure minutes are kept and distributed.
- Send out Agendas of all meetings in good time.
- Carry out instructions from the Chair or LWCC meeting.
- Manage correspondence effectively.
- Maintain website regularly.
- Arrange venues and refreshments for meetings.
- Ensure the good management of finances of the LWCC.
- Maintains up to date membership list.
- Liaise with fund providers.
- Draw up budget drafts for approval.

- Get approval for all expenditure.
- Prepare annual financial statements for audit.
- Assume personal responsibility for good management of LWCC finances.
- Keeps record of all LWCC assets.
- Only disburses funds to self with consent of Vice-chair.

#### Minutes Secretary

- Keeps minutes of all LWCC meetings.
- Forwards draft to Chairperson for approval.
- Amends draft after receiving approved changes.
- Sends amended draft to Administrator for distribution to members.
- Adheres to timelines as decided by LWCC.

#### ❖ **SUB-COMMITTEES**

- These may be formed as required on the authority of an LWCC meeting
- The terms of reference, modus operandi, membership and leadership shall be determined and authorised by an LWCC meeting.
- Subcommittees report to the Chairperson or an LWCC meeting.
- Subcommittees may not issue outside statements or material unless specifically authorised by the Chairperson.
- Subcommittees may be standing, established for a term, or created *ad hoc*.

#### ❖ **MEETINGS**

- Sufficient notice to be given to all involved LWCC members.
- Minutes or records to be taken.
- Decisions preferably by consensus.
- Failing this, by majority vote.