

**The Governing Council of the Cat Fancy  
Member Role Descriptions for the Investigation & Disciplinary Committees**



**THE GOVERNING COUNCIL OF THE CAT FANCY**

**ANNOUNCEMENT FOR THE JULY 2022 ELECTIONS**

**The Investigation Committee and Disciplinary Committee require members**

You no longer have to be a delegate to stand for GCCF's three Disciplinary Committees (Appeals, Disciplinary and Investigation).

For those interested there are just two criteria:

1. You must be bound by GCCF rules (be a GCCF owner, breeder and/or exhibitor).
2. Have some qualifications and experience in GCCF and/or your everyday life that make you suitable

Your signature will be on a registration, transfer and/or show entry to prove the first, so make sure you supply your name and address for a computer check. (You can give your address separately if you do not wish it to be printed with your application).

For the second, read the role descriptions that follow this announcement carefully and make an application. You will also find it useful to look at page 8 in the GCCF Byelaws where the Committees are defined.

**Elections for two members and two reserves of the Investigation Committee and the Disciplinary Committee, will take place at the Electoral Meeting to be held by video-conference on Saturday, 16 July at 1pm.**

**If you are interested in joining IC or DC, you should write an application statement, using no more than one side of A4 paper, which describes how you fulfil the qualities required for the role. Any members standing down, and those who are currently IC or DC reserves, are eligible to stand unless they are or should become a member of the Board.**

**You may apply for more than one position, but please put them in order of preference, as you can only be on one of these committees.**

**If you are/have been on one the committees don't forget to include this. However, experience from your other hobbies, or from qualifications and employment may be relevant, so let delegates know about this. You do not have to be a lawyer, we simply seek the right people, who are passionate about maintaining fairness and justice in GCCF.**

**Send your name and a brief outline of your relevant GCCF/life experience to the IC/DC Secretary to arrive no later than 10<sup>th</sup> June 2022. Note that this information will be published.  
IC/DC Secretary: Rebecca Stephens - [rebecca@gccfcats.org](mailto:rebecca@gccfcats.org)**

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**INVESTIGATION COMMITTEE**  
**(2 member and 2 reserves required)**

The Purpose of the Investigation Committee is to examine complaints from any source relating to GCCF activity, and to decide whether there is a *prima facie* case to answer or not. If the answer is 'yes' a fixed penalty is applied, or a case is prepared from the Disciplinary Committee.

A member of the Investigation Committee is required to:

1. Attend all meetings of the Investigation Committee and, in addition, be prepared to attend Disciplinary Committee Meetings when required.
2. Prepare for meetings by reading many hundreds of pages of information from all parties prior to taking the papers to the meetings. There is not sufficient time to read the papers at the meetings themselves.
3. Read further large quantities of paperwork relating to the Fixed Penalty cases every few weeks.
4. Have the ability to 'sift' through the information supplied, extracting the relevant facts in a fair and unbiased way, to ensure that a just conclusion is reached. Cases rarely hinge on one fact, right or wrong, but usually a number of different facts need to be taken into account, both for and against.
5. Be aware of the need for absolute discretion at all times, all the material involved is confidential and may not be discussed outside of the committee.
6. Have a good working knowledge of the GCCF Byelaws, GCCF Rules and the BAC constitution and Rules.
7. Be able to assist the Committee Secretary when required, usually by e-mail.

Qualities required:

Ability to read and access large quantities of written information, discretion, analytical powers, and impartial judgement.

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**DISCIPLINARY COMMITTEE**

Documents are circulated prior to meetings and need to be analysed to ensure the relevant information is extracted to avoid being side tracked at the Disciplinary Hearing.

Disciplinary Committee members must be capable of having a totally unbiased approach to a case and to ignore any irrelevant information acquired either prior to or during a hearing. They must maintain impartiality throughout and remember there can be no public discussion of the case, or those concerned in it, in advance of the hearing.

Disciplinary Committee members must recuse themselves from any case that they have any direct or indirect association with, or with which they may be perceived as having an interest.

A Committee member must also have the ability to interview a witness, to put them at ease, and to be prepared to assess evidence presented on the spot.

If a case is proven, decisions must be made on appropriate action.

Discussion in Disciplinary hearings must be treated with total confidentiality and discretion at all times.

NB     A person can serve on only one of the three disciplinary committees.

If elected as a GCCF Officer, or to the Board or Directors, you cannot serve on any of the Disciplinary Committees.

**All members of the Disciplinary Committees will be required to sign a Code of Conduct in accordance with Byelaw 11(11). Please read this in advance and do not stand for election if you would not wish to sign and accept the Declaration of Office.**

**Meeting of both Committees are held online via Microsoft Teams on weekdays, when necessary according to caseload. Use of Microsoft Teams requires access to a computer with a microphone and speakers, but technological support and training can be provided. If further information is required, please contact Rebecca.**