

CLUB TEMPLATE

Role Description: Committee member

The role of a general committee member is to provide support to the President, Chair, Secretary and other General Committee members to ensure the club sets and meets its goals and objectives, is administered according to the Club Rules and completes all legal and compliance obligations.

To successfully undertake the role of a committee member they should:

- Be well informed of all club activities, especially those of all sub committees
- Have a good working knowledge of the constitution, club rules and by laws, policies and procedures as well as the duties of all office holders
- Have an understanding of the legal and compliance obligations of running the club

Typical responsibilities:

- A core function of a committee member is attending and actively participating and contributing in committee meetings.

Committee members generally contribute to the development, definition and delivery of the following club activities and responsibilities:

- Culture and behaviours.
- Goals and objectives and documented strategies and implementation plans on how they will be achieved.
- Identification and formulation of budgets and cash flow projections for the upcoming year.
- Ensuring compliance and legislative obligations are met.
- Ensuring the health and safety of all club participants.
- Ensuring all complaints and disputes are immediately investigated and responded to according to club policies and procedures.
- Assisting the President, Chair and Secretary in their duties as required.
- Undertake tasks at the request of the president, Chair or General Committee.

Person specification

- Availability to attend the majority of Committee meetings.
- Ability to provide calculated opinion in group discussions at committee meetings.
- Outgoing personality.
- Effective communicator.
- Discreet and able to maintain confidentiality on relevant matters.