

Role Description

Committee Member

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ROLE INFORMATION	
Purpose	The role of a general committee member is to provide support to the Committee 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.
Responsibilities	Primary responsibilities for the role of Committee Member include: • Support the Chair and other committee members in the planning, development and implementation of strategic priorities. • Have a good working knowledge of the club constitution, rules, by-laws, policies and procedures and ensure they are adhered to and promoted through the day-to-day administration of the club. • Undertake tasks relevant to individual portfolios as specified by the Chair or Committee. • Assist the Chair and Secretary in their duties as required • Attending and actively participating and contributing in committee meetings.
People Management	Dependent upon assigned portfolio or area of duty.
Budget Management	Required to review and approve financial information and budgeting provided by the Treasurer.
• This position requires a clearance/s to work with children which is an essential component of this role and therefore to continuing employment. • The ordinary working hours for the club can include duty on weekends and evenings. • The successful candidate for this role will be subject to a National Police Criminal History Check prior to appointment.	



EXPERIENCE AND CAPABILITIES	
Qualifications and Experience	Working knowledge of the club constitution, rules, by-laws, policies and procedures as well as the roles and responsibilities of all committee members.
Knowledge and Skills	• Dedicated club person committed to making a difference. • Receptive to change. • Ability to provide calculated opinion in group discussions at committee meetings. • Considerate of others and/or conflicting ideas and opinions. • Good communication and interpersonal skills. • Maintain confidentiality.

