

**JOB TITLE:**

**Committee Member**

**OBJECTIVE:**

The Committee Member is to provide assistance and support to the President and other Committee members to ensure the efficient operation of the club.

**RESPONSIBILITIES:**

The following is a list of responsibilities that a Committee Member may be required to undertake, there may be other duties not listed that may be required:

* Assist the Executive Committee in their duties as required.
* Undertake tasks as allocated by the Executive Committee or General Committee.
* Attend all club committee meetings as scheduled.
* Participate in discussion and decision making of the committee.
* Look after a specific portfolio. (Marketing, Sponsorship, Events etc.)
* Provide a report on allocated portfolio as required.
* Support all decisions that are made at a committee level.
* Ensure that no decision is made on behalf of the club without being ratified by the Executive

Committee or General Committee.

**RELATIONSHIPS:**

* President and General Committee.
* Club members.
* May liaise with other stakeholders as required.

**ACCOUNTABILITY:**

* The Committee Member is accountable to the President and General Committee.

**ESSENTIAL SKILLS:**

* Can communicate effectively.
* Sound organizational skills.
* Can work effectively in a team environment.
* Is willing to contribute to group discussions and contribute ideas.
* Maintains Confidentiality.
* Is committed to the club philosophy.

**Estimated Time Commitment Required**

The estimated time commitment required as a Committee Member is hours per week.

A Committee Member is appointed for a\_\_\_\_ period.