

General Committee Job Description

The role of a general committee member is to provide support to the President, 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

The general responsibilities of committee members are wide and varied and may include, but certainly not limited to the following responsibilities.

Knowledge

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 Model Rules, club rules and by laws, policies and procedures as well as the duties of all office holders

Essential Skills and Requirements

- Dedicated club person
- Ability to provide calculated opinion in group discussions at committee meetings
- Outgoing personality
- Effective communicator
- Be discreet and able to maintain confidentiality on relevant matters
- Hold or willing to apply for a current volunteer “working with children” check
- Act in the best interest of the club at all times
- Attend all Committee members
- Undertake the role in good faith and honesty

Name: _____ Date: _____

Signature: _____

Name of President: _____

President Signature: _____