



## Position Description

**Position Title:** General Committee Member

**Group:** East Box Hill Committee

**Employment Status:** Voluntary + Honorarium (depending on role)

**Reports to:** Executive Committee, Committee

**Reports:** Club Members

**Location:** Whitehorse Reserve

### **Role Description:**

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

The general responsibilities of committee members are wide and varied and may include, but 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
- Develop 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

## **Key Roles**

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

- Help improve and manage club Culture and behaviours
- Set goals and objectives, documenting strategies and implementation plans on how their projects will be achieved
- Ensuring compliance and legislative obligations are met where relevant to their role
- Ensure the health and safety of all club participants
- Ensure all complaints and disputes are immediately investigated and responded to according to club policies and procedures
- Volunteers are trained and supported throughout the year to undertake their roles successfully
- Assist the President and Secretary in their duties as required
- Undertake tasks at the request of the president or General Committee.
- Undertake club portfolios specified by the President or Committee members

## **Participating in Meetings**

Attending committee meetings, actively participating and contributing is a core function of a committee member.

### **Essential Requirements:**

- Outgoing personality
- Effective communicator
- Be discreet and able to maintain confidentiality on relevant matters
- Hold and/or apply for a current volunteer “working with children” check