**<Insert Name of Club>**

**Position Description – General Committee Member**

**JOB TITLE:**

General Committee Member

**OBJECTIVE:**

To provide support to the President, Secretary and other General Committee members to ensure the efficient operation of the club.

**RESPONSIBILITIES:**

* Assist the President and Secretary in their duties as required.
* Undertake tasks at the request of the President or General Committee.
* Attend monthly club committee meetings.
* Participate in discussion and decision making of the committee.
* Look after a specific portfolio. (Marketing, Sponsorship, Events etc.)

**RELATIONSHIPS:**

* Reports to the President and General Committee.
* Liaises with various external stakeholders depending on club portfolio.

**ACCOUNTABILITY:**

* General Committee members are accountable to the President and General Committee.
* Must seek ratification from the President and General Committee prior to committing the club to any financial expenditure or action.
* Provide a report of their portfolio for each committee meeting.

**ESSENTIAL SKILLS:**

* 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.
* Good report writing skills

The estimated time commitment require as a General Committee member is up to 1 hour per week.