



# General Committee Member

The role of a general committee member is to provide support to the President, Secretary and other committee members to ensure Gardens Tennis Club sets and meets its goals and objectives. The general responsibilities of committee members are wide and varied.

## Responsibilities

A Committee member shall hold office for one (1) year from election at the Annual General Meeting.

To successfully undertake the role of a general committee member responsibilities may include but are not limited to:

### Knowledge

- Be well informed of all club activities, especially those of sub committees and/or working groups.
- Have a good working knowledge of the club's constitution, 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

### Governance/General

- Contribute to development, definition and delivery of:
  - Expected culture and standards of conduct.
  - Goals and objectives, and documented strategies and implementation plans on how they will be achieved.
- Ensure compliance and legislative obligations are met.
- Ensure arrangements are in place to protect the health and safety of all club participants.
- Ensure other club volunteers are trained and supported throughout the year to undertake their roles successfully
- Participate in sub-committees and/or working groups as determined by the committee.
- Assist the President, Secretary and other committee members in their duties as required.

## Meetings/Communications

- Attend and actively participate in all committee meetings, contributing ideas and reporting back on any sub-committee and/or working group activities.
- Assist in organising and attend club social events and fundraising activities throughout the year.

## End of year hand over

- The Committee Member will review and make suggestions to revise their position description annually to ensure it continues to reflect the requirements of the role. An updated position description will be approved by the Committee and provided to the Secretary prior to the Annual General Meeting each year.
- Where possible, the outgoing Committee Member will brief and provide required information and resources to the incoming Committee Member.

## Essential Skills and Requirements

- Hold or willing to apply for a current volunteer “Working with Children” check.
- 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.
- Can work as a team with other committee members and the service provider.
- Is receptive to change.
- Is a dedicated club person.

General Committee members are expected to:

- Act in the best interest of the club and its members at all times;
- Attend all committee and general meetings;
- Abide by the Standing Orders for committee meetings;
- Undertake the role in good faith and with honesty.

If at any stage a committee member becomes aware of a personal conflict of interest, real or perceived between themselves and the club, they should immediately notify the President of the conflict who will immediately inform all other committee members.

***The estimated time commitment required as a general Committee Member is 1.5 hours per week.***