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JOB DESCRIPTION

COMMITTEE MEMBER

The role of a committee member is to provide support to the President, Secretary, Treasurer, 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.

Responsible to: The Committee Members are responsible to the President and members of the Berri Tennis Club.

Role Requirements:

- Working knowledge and implementation of the club constitution, rules, by-laws, policies and procedures, as well as the roles and responsibilities of all committee members.
- Receptive to change, and considerate of others and/or conflicting ideas and opinions.
- Good communication and interpersonal skills.
- The ability to provide calculated opinion in group discussions at committee meetings.
- Maintain confidentiality.
- Help to maintain and build a positive culture within the club.
- Be active in ensuring the safety of all club members.

Responsibilities:

- Support the President and other committee members in the planning, development and implementation of strategic priorities.
- Have a good working knowledge of the club constitution, rules, by-laws, policies and procedures and ensure they are adhered to and promoted through the day-to-day administration of the club.
- Undertake tasks relevant to individual portfolios as specified by the President or Committee.
- Assist the President and Secretary in their duties as required.
- Attending and actively participating and contributing in committee meetings.

- Riverland Summer Competition • Junior Training Program and Competition • Midweek Ladies
- Social Doubles - Winter and Summer • Riverland Seniors • Tournaments • Court & Facilities Hire