



# General Committee

## Position Description

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### **Overview**

A General Committee member is primarily responsible for providing support to the Office Bearers of the club and ensuring the club sets and meets its goals and objectives, is administered according to the Club Rules and completes all legal and compliance obligations.

### **Core Responsibilities**

- Attend and actively participate and contribute in committee meetings.
- Actively participate in one Club Portfolio.
- Undertake tasks at the request of the President or committee.
- Generally support the committee in the running of the club.

### **Additional Responsibilities**

- Train, mentor and support an incoming General Committee member.

### **Knowledge and Skills Required**

- Knowledge of club rules, by laws, policies, procedures and the duties of all office holders.
- Informed of club activities across all portfolios.
- Understand the legal and compliance obligations of running the Club.

### **Personal Qualities**

- Dedication to the club.
- Ability to provide calculated opinion in group discussions at committee meetings.
- Outgoing personality.
- Effective communicator.
- Discreet and able to maintain confidentiality.

### **Qualifications**

- Preferred - Working With Children Check.

### **Expected Time Requirement**

Approximately 100 hours per annum.