



## GENERAL COMMITTEE MEMBER Position Description

### ***Objectives***

- To provide support to the President, Management Committee and other general committee members to ensure the efficient operation of the Club.
- Each general committee member is expected to perform specific roles and act with the Club's best interests at heart.

### ***Responsibilities***

- Assist the President and Management Committee in their duties as required
- Undertake tasks at the request of the President, Management Committee or general committee
- Attend periodic committee meetings
- Participate in discussion and decision making of the committee
- Look after a specific portfolio(s) (e.g., sponsorship, social events and function, trophies, year book development, team photos etc.)
- Champion portfolio-specific sub committees as necessary
- Report activities of the portfolio to the general committee at periodic committee meetings
- Assist other committee members in their duties as required.

### ***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.

