**Purpose**

To provide support to the President, Secretary and other Committee members, ensuring the efficient operation of the association.

**Responsibilities and Duties**

The General Committee member should:

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

**Knowledge, Skills and Qualities Required**

• Sound communication skills

• Positive and enthusiastic approach

• Strong networking skills & the ability to establish & develop key relationships

• Well organised and ability to work independently

• Innovative, creative and can identify potential sources of funding

• Good expertise and experience in dealing with committees and key stakeholders

**Estimated Time Commitment Required**

The estimated time commitment required as a General Committee member of Softball FNQ is approx. 4 hours per week on average.

**Period of Appointment**

The General Committee member is appointed for a period of 2 years by the SFNQ Management Committee.