



Duty Statement: Committee Member

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| <p>The TSC Committee oversees the running of the Club and sets its strategic direction. The Committee comprises four elected officer bearers (President, Vice President, Secretary and Treasurer) and has additional places for general Committee members (a minimum of three members).</p> <p>.</p> | <h2>Representation</h2> <ul style="list-style-type: none">➤ Represent the Club in a positive and professional manner and actively promote the Club➤ Build good relationships within the Club – be a good listener and attuned to the interests of members➤ Encourage and support the work of the Committee, Office Bearers and Delegates |
| <h2>Key Duties</h2> | |
| <h3>General Oversight</h3> <ul style="list-style-type: none">➤ Be well-informed about club activities and operations to provide input in Club Meetings➤ Have a good working knowledge of the Committee Constitution, rules and duties of the office bearers➤ Ensure that members are getting value for money and that the Club is operating with appropriate governance and in accordance with its Constitution | |
| <h3>Committee Work /Meetings</h3> <ul style="list-style-type: none">➤ Be an active and positive member of the Committee willing to take on extra responsibilities when required➤ Provide input to help the Club move forward and achieve its vision➤ Attend and participate in Committee meetings. Represent members at Committee meetings and vote on decisions in the best interests of the Club➤ Work collaboratively with other Committee members and support Committee decisions➤ Be willing to contribute to Committee and other club activities when required | <h2>Desirable Skills/Attributes</h2> <p>The Committee member role does not require any previous experience. However, the following skills are important:</p> <ul style="list-style-type: none">➤ Energetic, capable, forward thinking and committed to the Club➤ Willing to be involved➤ Good judgement➤ Ability to develop good relationships internally and externally➤ Be a good role model and present a positive image for the Club |
| | <h2>Time Commitment</h2> <p>A Committee member doesn't have any operational responsibilities and hence doesn't have a major time commitment. You can expect to spend:</p> <ul style="list-style-type: none">➤ 1 hour per quarter attending committee meetings➤ Varying amounts of time for ad hoc tasks when required |