**Role of a General Committee Member**

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The Committee Member is to provide assistance and support to the President and other Committee members to ensure the efficient operation of the club.

**Responsible To**

The Committee Member is directly responsible to the President/Chairperson, Club Committee and the club as a whole

**Responsibilities and Duties**

The following is a list of duties that the Committee Member may be required to undertake, there may be other duties outside of this list that may be required :

* Assist the Executive Committee in their duties as required.
* Undertake tasks as allocated by the Executive Committee or General Committee.
* Attend all club committee meetings as scheduled.
* Participate in discussion and decision making of the committee.
* Look after a specific portfolio. (Marketing, Sponsorship, Events etc.)
* Provide a report on allocated portfolio as required.
* Support all decisions that are made at a committee level.
* Ensure that no decision is made on behalf of the club without being ratified by the Executive

Committee or General Committee.

**Knowledge and Skills Required**

Ideally the Club Delegate is someone who:

* Can communicate effectively
* Sound organizational skills
* Can work effectively in a team environment
* Is willing to contribute to group discussions and contribute ideas
* Maintains Confidentiality
* Is committed to the club philosphy

**Estimated Time Commitment Required & Period of Appointment**

The estimated time commitment required as the General Committee Member is hours  
per week.

The General Committee Member is appointed for \_\_\_\_\_ year term.