

General Committee Member Pakenham Bowls Club

The role of a general committee member is to provide support to the Chair, President, Secretary and other General Committee members to ensure the ensuring the club sets and meets its goals and objectives, is administered according to the Club Rules and completes all legal and compliance obligations.

Responsibilities.

The general responsibilities of committee members are wide and varied and may include, but certainly not limited to the following responsibilities.

Knowledge.

To successfully undertake the role of a committee member they should:

- Be well informed of all club activities, especially those of all committees.
- Have a good working knowledge of the constitution, club rules and by laws, policies and procedures as well as the duties of all office holders.
- Understand the legal and compliance obligations of running the club.

Governance.

Committee members generally contribute to the development, definition and delivery of the following club activities and responsibilities:

- Culture and behaviors.
- Goals and objectives and documented strategies and implementation plans on how they will be achieved.
- Identification and formulation of budgets and cash flow projections for the upcoming year.
- Ensuring compliance and legislative obligations are met.
- Ensure the health and safety of all club participants.
- Ensure all complaints and disputes are immediately investigated and responded to according to club policies and procedures.
- Volunteers are trained and supported throughout the year to undertake their roles successfully.
- Assist the Chair, President and Secretary in their duties as required.
- Undertake tasks at the request of the Chair, President and Secretary or General Committee.
- Undertake club portfolios specified by the President or Committee members.
- Participating in Meetings.
- Attending and actively participating and contributing in committee meetings is a core function of a committee member.

Essential Skills and Requirements.

- Dedicated club person.
- Ability to provide calculated opinion in group discussions at committee meetings.
- Outgoing personality.
- Effective communicator.

- Be discreet and able to maintain confidentiality on relevant matters.
- Hold or willing to apply for a current volunteer “working with children” check (if required).

Requirements.

General Committee members are expected to:

- Act in the best interest of the members at all times.
- Attend all Committee members.
- Undertake the role in good faith and honesty.

If at any stage the committee member becomes aware of a personal conflict of interest, real or perceived between themselves and the club, they should immediately notify the Chair or President of the conflict who will immediately inform all other committee members.