

Position Description

Position: Management Committee Member

Date: June 2015

Responsibilities:

- To obtain a general understanding of meeting procedure/protocol in order to assist the President by raising points of order etc ensuring that the business of the Club is transacted in a professional and lawful manner as outlined in the Club's Constitution.
- To be committed to attending management committee and general meetings on a regular basis.
- To arrive at the meeting venue early to arrange the venue and ensure all relevant material is available.
- To assist meeting Hosts at General meetings by ensuring that visitors/potential new members are made welcome and provided with any relevant information.
- To actively participate in meetings, providing differing points of view, whilst keeping comments and discussion relevant and concise.
- To assist office bearers with general duties as required.
- To undertake or assist with specific projects as delegated by the management committee.
- Be alert to issues of concern to general members, bring issues to the notice of the Management Committee for discussion and action.
- To encourage member participation in club activities.
- To promote the club at every opportunity.
- To provide guidance and oversight to appointed club officers as requested by the President.

Reporting:

- On project progression and / or outcomes at management committee meetings.

Financial Authority:

- As ratified by the Management Committee upon presentation of a proposal.

NOTE: All expenditure is to be approved or ratified at a Management Committee Meeting prior to purchase of goods or payment of accounts.

Records:

- All files and or work in progress is handed over to the successor (or as determined by president) when the position is vacated.