



# Bundaberg Touch Association Incorporated IA56226

## Position Description

# General Committee Member

The role of a general committee member is to provide support to the President, Secretary and other General Committee members to ensure the ensuring the association sets and meets its goals and objectives, is administered according to the Association 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 association activities, especially those of all sub committees
- Have a good working knowledge of the constitution, association rules and by laws, policies and procedures as well as the duties of all office holders
- Have an understanding of the legal and compliance obligations of running the association

### Governance

Committee members generally contribute to the development, definition and delivery of the following association 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 meet



- Ensure the health and safety of all association participants
- Ensure all complaints and disputes are immediately investigated and responded to according to association policies and procedures
- Volunteers are trained and supported throughout the year to undertake their roles successfully
- Assist the President and Secretary in their duties as required
- Undertake tasks at the request of the president or General Committee.
- Undertake association 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 association 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's "working with children check" (QLD Blue Card).
- Complete Responsible Service of Alcohol training (course cost covered by Bundaberg Touch)
- Complete Food Safety Course (on-line free)
- Complete Australian Sports Commission –Child Protection, Harassment and Discrimination (online training)

## Requirements

General Committee members are expected to:

- Act in the best interest of the members at all times
- Attend all Committee meetings
- 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 association, they should immediately notify the President of the conflict who will immediately inform all other committee members.

## **End of term hand over**

### **Updating key documents**

At the end of each year a key activity of the General Committee will review and revise their position description to ensure it continues to reflect the requirements of the role. The updated Position Description must be provided to the Association Secretary prior to the Annual General Meeting each year.

### **Induction of the incoming Committee Members**

An important responsibility of outgoing General Committee member is to train, mentor and support the incoming General Committee members.

