



GENERAL COMMITTEE MEMBER JOB DESCRIPTION

All executive and general committee members are responsible for acting in a manner which brings credit to the club and abides by all club, association, local district and W.A.F.C policies.

Objective

- To provide support to the President and other committee members to ensure the efficient operation of the club.

Responsibilities

- Attend monthly club committee meetings and provide input to relevant topics.
- Act as an ambassador, advocate and promoter of the club.
- Assist the President and other committee members in their duties as required.
- Assist with and attend as many club social events as possible; in the set up, running and cleaning up of club events such as; registration day, family nights, presentations etc.
- Have a good working knowledge of the club's rules and regulations.
- Be aware of the future directions of the club.
- Participate in discussions and decision making of the committee.
- Maintain confidentiality about club and committee matters.

Accountability

- The General committee member is accountable to the President and committee.
- Must seek ratification from the committee prior to committing the club to any financial expenditure or action.

Date	Item
01 MAY 2018	Drafted
12 SEP 2018	Adopted by Committee
12 SEP 2019	For Review