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# POSITION DESCRIPTION

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| **GENERAL COMMITTEE MEMBER** | |
| ROLE | 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 club sets and meets its goals and objectives, is administered according to the Club Rules and completes all legal and compliance obligations. |
| MEETINGS, COMMUNICATION AND KEY RELATIONSHIPS | Liaise with all relevant stakeholders including   * Committee executive * Club members * Coaches |
| GOVERNANCE | Committee members generally contribute to the development, definition and delivery of the following club activities and responsibilities:   * Culture and behaviours * Goals and objectives and documented strategies and implementation plans on how they will be achieved * 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 President and Secretary in their duties as required * Undertake tasks at the request of the president or General Committee. * Undertake club portfolios specified by the President or Committee members   + Social media   + Canteen manager   + Miniroos manager   + Grants coordinator |
| EXPERIENCE,QUALIFICATIONS & ATTRIBUTES | * Dedicated club person * Ability to provide calculated opinion in group discussions at committee meetings * 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 |
| COMMITMENT | Attendance at   * Monthly Committee Meetings * Sub-Committee Meetings (as required) |
| BENEFITS | * Making a positive contribution to the community * Sharing of your talents and skills * Helping to encourage children to adults to participate in sport and develop community ties, friendships and networks |