**Template Instruction**

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| This resource will support the development of Committee Member Position Description for your organisation.It may be used in conjunction with Volunteer Management Plan and other position descriptions within the organisation.Ideally, this resource should be completed and reviewed annually. |

**1.** **Add Club Name** - click on text box, located in top left corner, to enter the name of your Organisation.

**2.** **Add Club Logo** - click in centre of illustration box, located top right on page. A “Pop Up box” will appear allowing you to insert your LOGO via two options – either navigate to a computer file or copy from the Internet.

**3.** **Tailor document to meet your needs.** While example text is provided, reflecting best practice, any *red Italicised* text can be changed to meet organisational needs.

**4.** **Date fields** – (if applicable) click on the date field and select date.

**NOTE:** If desired background colours may be applied. Click on document page, under Design menu bar select page colour. A page boarder may also be added to enhance document presentation and/or for adding club colours to standardise your documents.



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**TO DELETE COVER PAGE “TEMPLATE INSTRUCTION”**

1. Click on insert tab at the top.

2. Click ‘Cover Page’ at the left

3. Click “REMOVE CURRENT COVER”

Recommended Resource Links

National Parks, Sport and Racing offer a range of free on-line or “Face to Face” training sessions to enhance your volunteer experience

Face to Face Workshops - <https://www.qld.gov.au/recreation/sports/volunteers-coaches/workshops>

Online Courses & Library - <https://www.npsr.qld.gov.au/industry-information/clubs/resources/>

 To access – HOLD CTRL key and click on link

Click or tap here to enter text.

 

**GENERAL COMMITTEE MEMBER - Position Description**

Click or tap to enter a date.

Position Purpose

*The primary purpose of a General Committee Member is to provide organisational governance to ensure the efficient operation of the club.*

Objective

*To serve the members of the association and support the executive committee in delivering the outcomes of the club’s strategic plan by participating actively and constructively in committee meetings.*

Key Duties/Responsibilities

* *Active participation in discussions and decisions-making processes of the committee*
* *Ensure compliance and legislative obligations are met*
* *Regularly review and monitor the organisation’s finances ensuring all activities are delivered and decision-making is made within the financial capacity of the organisation*
* *Assist members of the executive committee in their duties if required*
* *Undertake a specific portfolio (Marketing, Sponsorship, Events etc.)*
* *Provide regular report on allocated portfolio*
* *Implement the tasks and actions as determined by the ratified strategic and operational plans*
* *Assist with the development, management and implementation of all rules and regulations, policies, procedures and administrative tasks*
* *Assist with the development and delivery of all communication procedures*
* *Contribute to the preparation of an annual report for distribution to members*

Compliance Responsibilities

* *ensuring an annual general meeting is held within five months after the end of the association’s financial year*
* *submitting a financial statement that covers the full financial year, which gives a ‘true and fair’ view of the association’s financial affairs, to members at the annual general meeting*
* *overseeing the association’s financial affairs. This includes making sure the association does not continue to operate if it is insolvent*
* *disclose any ‘material personal interest’ to the committee as soon as*
* *appointing a new secretary within 14 days, if the position becomes vacant*
* *returning all documents that belong to the association within 28 days of ceasing to be a committee member.*

Relationships

* *Reports to Chair Person/Executive Committee, Club Committee and the broader club memberships*

Estimated Time Commitment Required

* *Attendance at monthly committee meetings*

Knowledge, Skills and Experience

* *Business acumen and strong strategic thinking capabilities*
* *Effective communicator*
* *Sound organisational skills*
* *Can work effectively in a team environment*
* *Maintains confidentiality*
* *Is committed to the club philosophy*
* *Working knowledge of the club’s Constitution, rules and duties of office bearers*
* *Awareness of club’s purpose and strategic objectives*
* *General computer skills, including email*

Desirable Attributes

* *Commitment to the ethos, values and purpose of club*
* *Financial literacy – ability to monitor, analyse, and interpret financial reports*
* *Independence of mind and action*
* *Undoubted integrity, honesty, humility*
* *Well-developed interpersonal skills*
* *Motivation and interest in the club’s activities*
* *Great judgement*
* *Ability to accept decisions they may not agree with*

*Resources*

* *Computer with email address*
* *Copy of current strategic/operational plan*