



## ***General Committee***

### ***Position Description***

#### **General Committee**

The role of a general committee member is to provide support to the Office Bearers and fellow general committee members to ensure the club sets and meets its goals and objectives.

General Committee members report directly to the President and members of the Byford Bushrangers Inc.

General Committee is elected by the members by nomination at the Annual General Meeting, or by committee vote at a general meeting if the position is deemed vacant. A General Committee member has full voting rights on all matters.

#### ***Responsibilities and Duties***

General Committee should:

- Support the President and other committee members in the planning, development and implementation of strategic priorities and operational duties
  - Undertake tasks relevant to individual divisions as specified by the Committee or subcommittee
  - Assist the all committee members in their duties as required
  - Attending and actively participating and contributing in committee meetings
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### *Knowledge and Skills Required*

Ideally a General Committee member is someone who is:

- Dedicated club person committed to making a difference
- Receptive to change
- Good communication and interpersonal skills.
- Maintain confidentiality
- Well organised
- Honesty and trustworthiness
- Hold or willing to apply for a current volunteer “working with children” check (if required)
- Have a good working knowledge of the club constitution, rules, by-laws, policies and procedures and ensure they are adhered to and promoted through the day-to-day administration of the club

If at any stage a General Committee member becomes aware of a personal conflict of interest, real or perceived between themselves and the club, they should immediately notify the Secretary of the conflict who will immediately inform all other committee members.

The estimated time commitment required as a General Committee member of the club is

#### **Preseason**

- approximately 1 hours per week.

#### **Mid-season**

- And as required on competition days

#### **Post season**

- As required

A General Committee member is appointed for a term of 12 months or by special resolution.

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