**Position Description**

**General Committee Member**

This position description has been provided as a general position description only. Please edit this position description to ensure it reflects the needs of your club and is consistent with any requirements set out in your club’s rules.

Please delete this message prior to releasing the Position Description.

**Overview**

The role of a general committee member is to:

* provide support to the President, Secretary and other General Committee members
* ensure the club sets and meets its goals and objectives, and
* ensure the club is administered according to the Club Rules and completes all legal and compliance obligations.

**Responsibilities**

The general responsibilities of committee members are wide and varied and may include, but are not limited to, the following responsibilities.

**Knowledge**

To successfully undertake the role of a committee member an individual should:

1. Be well informed of all club activities, especially those of all subcommittees
2. Have a good working knowledge of the constitution, club rules and by laws, policies and procedures as well as the duties of all office holders
3. Have an understanding of the legal and compliance obligations of running the club

**Governance**

Committee members generally contribute to the development, definition and delivery of the following club activities and responsibilities:

1. Culture and behaviors
2. Goals and objectives and documented strategies and implementation plans on how they will be achieved
3. Identification and formulation of budgets and cash flow projections for the upcoming year
4. Ensuring compliance and legislative obligations are meet
5. Ensure the health and safety of all club participants
6. Ensure all complaints and disputes are immediately investigated and responded to according to club policies and procedures
7. Volunteers are trained and supported throughout the year to undertake their roles successfully
8. Assist the President and Secretary in their duties as required
9. Undertake tasks at the request of the President or Committee.
10. Undertake club portfolios as agreed at Committee Meetings.

**Participating in Meetings**

Attending, actively participating and contributing in committee meetings is a core function of a committee member.

**End of year 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 Club 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.

**Requirements**

General Committee members are expected to:

* Act in the best interest of the members at all times
* Attend all Committee members
* Undertake the role in good faith and honesty
* Hold or be willing to apply for a current volunteer “working with children” check

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

**Essential skills and attributes**

* Dedicated club person
* Ability to provide considered opinion in group discussions at committee meetings
* Effective communicator
* Be discreet and able to maintain confidentiality on relevant matters

The estimated time commitment required as a General Committee Member is **XX hours** per week.

**Disclaimer**

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