



Roles and Responsibilities Ordinary Committee Member

The role of an ordinary committee member is to provide support to the President, Secretary and other General Committee members to ensure the ensuring the association sets and meets its goals and objectives, is administered according to the Constitution and completes all legal and compliance obligations.

Responsibilities

Knowledge

To successfully undertake the role of ordinary committee member the roles requires the person:

- To be well informed of all association activities,
- Have a good working knowledge of the association rules and by laws, policies and procedures as well as the duties of all office holders.
- Understanding of the legal and compliance obligations of running the association.

Governance

Key governance responsibilities include ensuring the association:

- Ensure compliance and legislative obligations are met.
- Attend all committee meetings.

Tasks Specific to the Role

- Specific tasks from the Register of Tasks as assigned by the committee.

Note: *Being responsible for a particular task does not mean the committee member is expected to complete the task themselves. They are required to oversee the activity and are the point of contact on the committee for whoever is actually completing the task. E.g. the committee member responsible for the website is not expected to update or manage the site but rather provides oversight and is the point of contact for the webmaster.*

Essential Skills and Requirements

Requirements

The Ordinary Committee members are expected to:

- Act in the best interest of the members at all times,
- Attend all Committee meetings,
- Undertake the role in good faith and honesty.
- If at any stage an ordinary committee member becomes aware of a personal conflict of interest, real or perceived between themselves and the association, they should immediately notify the Secretary of the conflict who will immediately inform all other committee members.

End of Year Handover

Updating key documents

- At the end of each year a key activity of all committee members is to review and revise their Roles and Responsibilities document to ensure it continues to reflect the requirements of the role. The updated document must be provided to the association secretary prior to the Annual General Meeting each year.
- Review all Policies and Procedures related to the role and submit any updates for Committee approval prior to the AGM.

Induction of the incoming

Train, mentor and support the incoming committee members, particularly in the tasks assigned to them.