**Terang Bowls Club Committee Member - Position Description**

The role of a general committee member is to provide support to the President, Secretary and other committee members to ensure the club sets and meets its goals and objectives, 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 certainly not limited to the following responsibilities.

1. **Knowledge**

To successfully undertake the role of a committee member they should:

* Be informed of club activities, especially those of all sub committees
* Have a good working knowledge of club rules and by laws, policies and procedures as well as the duties of office holders
* Have an understanding of the legal and compliance obligations of running the club
* Have an understanding of the Western District Bowls Division/Bowls Victoria/Bowls Australia governance and how it applies to our club.

1. **Governance**

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

* A supportive and positive club culture and behaviours
* Develop and implement club goals and objectives and documented strategies and implementation plans on how they will be achieved
* Identification and formulation of budgets and cash flow projections for the upcoming year
* Aware of compliance and legislative obligations
* Aware of the health and safety requirements of the club
* Aware of the club policies and procedures
* Aware of the role, duties and responsibilities of volunteers
* Assist the President and Secretary in their duties as required
* Undertake tasks at the request of the president or Committee/Board
* Undertake club portfolios specified by the President or Committee/Board members

1. **Participate in Meetings**

Attend, actively participate and contribute constructively in committee meetings

**Essential Skills and Requirements**

* Commitment to act in the best interests of the Terang Bowls Club and its members
* Ability to provide constructive and calculated opinion in group discussions at committee meetings
* Effective communicator
* Ability to be discreet and able to maintain confidentiality on relevant matters
* Hold or willing to apply for a current volunteer working with children check (if required)

**Committee/Board members are expected to:**

* Attend Committee/Board meetings
* Undertake the role in good faith and honesty

If at any stage the Committee/Board 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/Board members.

**End of year hand over**

Updating key documents

At the end of each year a key activity of the Committee will be to 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/Board Members

An important responsibility of outgoing Committee/Board member is to train, mentor and support the incoming Committee/Board members.

***Document Accepted and Approved at the 13th Dec 2020 General Committee Meeting. Moved G Downie. Seconded: D Morrison. Carried.***

***Review: Annually before The AGM and as required.***

***Related Documents:***