

YOUTH WORK NSW

ROLE DESCRIPTION - CONVENOR

Position Title: Convenor

Position Summary:

The role of the Convenor is to provide the principal leadership and responsibility for the Committee and the Association.

Reports to: Executive Committee; membership.

Desirable Attributes: The Convenor should:

- be a person who can develop good relationships internally and externally
- be forward thinking and committed to meeting the overall goals of the association
- be able to work collaboratively with other Committee Members
- be a good listener and attuned to the interests of members and other interest groups
- be a good role model and a positive image for the association in representing the Committee in other forums
- be a competent public speaker

Duties may include (but are not limited to):

- Chairing Committee Meetings and General Meetings according to the constitution and by-laws of the Association, ensuring that they are run efficiently and effectively
- Being well informed of all Association activities and able to provide oversight
- Working closely with the General Secretary, other Office Bearers and Committee Members, to facilitate the running of the Association
- Consulting with Committee Members regarding the business to be conducted at each Committee Meeting and General Meetings
- Consulting with the General Secretary and Secretary, regarding committee meeting agendas
- Having a good working knowledge of the Association constitution, rules, and duties of office bearers
- Providing oversight of the Association's personnel, procedures, resources, and relationships
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- Acting as a signatory for the Association in all legal and financial matters
- Regularly focusing the Committee's attention on matters of Association governance that relate to its own structure, role and relationship to any employees, volunteers, or contractors
- Periodically consulting with Committee members on their role, and help them to optimise their contribution
- Serving as a spokesperson for the Association when required
- Assisting in the development of partnerships with sponsors, funding agencies, local and state government, shared facility users and organisations that are relevant to the goals of the Association
- The necessary skills are represented on the Committee and that a succession plan is in place to help find new Committee members when required
- Goals and relevant strategic and business plans are developed in order to achieve the goals of the Association.