

YOUTH WORK NSW

ROLE DESCRIPTION – COMMITTEE MEMBER

Position Title: Committee Member

Position Summary:

The role of a Committee Member is to use their expertise and networks to support the work of the Association. All Committee Members are responsible for ensuring the governance of the Association and are required to work towards the agreed goals of the Committee.

Reports to: Executive Committee; membership

Desirable Attributes:

- Good Organisational Skills
- Honest/Trustworthy
- Computer skills
- Good communication and interpersonal skills
- Ability to respect confidences

Duties may include (but are not limited to):

- Regularly attending board meetings and important related meetings
- Making serious commitment to participate actively in committee work, and delivering on their commitments
- Staying informed about committee matters, preparing themselves well for meetings, and reviewing and commenting on minutes and reports
- Undertaking and completing tasks allocated
- Volunteering for and willingly accepting assignments and completing them thoroughly and on time
- Being aware of and ensuring the Association complies with its financial and legal obligations
- Ensuring that risks to the organisation, staff, volunteers and service users are at an acceptable level and are effectively managed
- Being an active participant in the committee's regular evaluation and planning efforts

- Respecting other participants and maintains an open-minded attitude towards others opinions
- Supporting all other Committee Members in the conduct of their responsibilities.
- Getting to know other committee members and building a collegial working relationship that contributes to consensus.