



## Waikanae AFC Position Description – General Committee Member

### JOB TITLE:

General Committee Member

### OBJECTIVE:

To provide support to the President, Secretary and other General Committee members to ensure the efficient operation of the club.

### RESPONSIBILITIES:

- Assist the President and Secretary in their duties as required.
- Undertake tasks at the request of the President or General Committee.
- Attend monthly club committee meetings.
- Participate in discussion and decision making of the committee.
- Look after a specific portfolio. (Marketing/Sponsorship, Events, Social Calender/Bowling club liaison manager/ Kit Manager)

### RELATIONSHIPS:

- Reports to the President and General Committee.
- Liaises with various external stakeholders depending on club portfolio.

### ACCOUNTABILITY:

- General Committee members are accountable to the President and General Committee.
- Must seek ratification from the President and General Committee prior to committing the club to any financial expenditure or action.
- Provide a report of their portfolio for each committee meeting.

### ESSENTIAL SKILLS:

- Dedicated club person
- Ability to provide calculated opinion in group discussions at committee meetings.
- Outgoing personality.
- Effective communicator.
- Be discreet and able to maintain confidentiality on relevant matters.
- Good report writing skills

The estimated time commitment require as a General Committee member is up to 1 hour per week.