

Committee Member Role Description

Committee Member

Responsible for representing the views of members at committee meetings and helping set the direction of the venue.

Main duties

- To attend committee meetings
- To attend the Annual General Meeting (AGM)
- To act in a diplomatic, supportive manner making decisions in the best interests of the members and the venue
- To support the chair, secretary, treasurer and other key volunteers in their roles
- To provide support with the set-up and running of any club events.

Skills and traits

- Good communication skills
- A good listener
- Well organised.

Key Relationships

- Chairperson and management committee
- Members at the venue.

Time commitment

- Attendance at committee meetings and the AGM.
- 4 hours per week.

Criminal records check

- Dependent on their contact with children and/or adults at risk and/or access to confidential information.