

Kotara South Football Club
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. (Registrations, Gear, Merchandise, Grounds, Facilities etc)

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.
- 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.